



EMPLOYEE WARNING NOTICE FORM

Employee Name: **Malik Vinson**

Date: **7-17-18**

Manager Name: **Mark Reinarts**

First Warning Second Warning Other

1. Your behavior/actions have been found unsatisfactory for the following reasons:

- | | |
|---|--|
| <input type="checkbox"/> Tardiness | <input checked="" type="checkbox"/> Insubordination |
| <input type="checkbox"/> Damaged Equipment | <input checked="" type="checkbox"/> Failure to Follow Procedure |
| <input type="checkbox"/> Absenteeism | <input type="checkbox"/> Failure to Meet Performance Standards |
| <input type="checkbox"/> Policy Violation | <input type="checkbox"/> Poor Work Quality |
| <input type="checkbox"/> Falsifying Company Documents | <input checked="" type="checkbox"/> Other- Excessive Break Times |

2. Details of Unsatisfactory Behavior/Actions: Since his start date of 6-29-18, Malik has taken an excessively long lunch breaks on a total of 10 shifts.. This pattern is unacceptable and cannot continue. On more than one occasion, Malik has been verbally warned about this by his Supervisors and no improvement has been seen.

**3. The following immediate corrective action must be taken by the employee.
Failure to do so will result in further disciplinary action up to and including termination.**

Malik must correct this behavior immediately follow the company scheduled break policy of ½ hour unpaid lunch break and 2 -15 minute paid breaks. Any further abuse of the scheduled break times will result in further discipline up to and including termination.

Employee Signature: Malik Vinson Date: 7-17-2018

Note: Your signature on this form means that we have discussed the situation(s).

Manager's Signature: [Signature] Date: 7-17-2018

Job Class	Day	PaidIn	PaidOut	+/-	Reg	OT	DBL	Other	Other \$
16985/0/221/0000-Formax Operator	Fri	06/29/18 2:57 PM	06/29/18 6:33 PM		3.60				
16985/0/221/0000-Formax Operator	Fri	06/29/18 6:52 PM	06/29/18 11:50 PM		4.97				
Totals for Week Ending: 06/30/2018									
16985/0/221/0000-Formax Operator	Mon	07/02/18 2:49 PM	07/02/18 6:39 PM		8.57				
16985/0/221/0000-Formax Operator	Mon	07/02/18 7:22 PM	07/02/18 11:49 PM	43 minutes	3.83				
16985/0/221/0000-Formax Operator	Tue	07/03/18 2:58 PM	07/03/18 6:48 PM		8.28				
16985/0/221/0000-Formax Operator	Tue	07/03/18 7:27 PM	07/04/18 12:10 AM	39 minutes	3.83				
16985/0/221/0000-Formax Operator	Thu	07/05/18 2:46 PM	07/05/18 8:15 PM		4.72				
16985/0/221/0000-Formax Operator	Thu	07/05/18 8:52 PM	07/05/18 11:56 PM	37 minutes	8.55				
16985/0/221/0000-Formax Operator	Fri	07/06/18 2:44 PM	07/06/18 6:45 PM		5.48				
16985/0/221/0000-Formax Operator	Fri	07/06/18 7:22 PM	07/06/18 10:44 PM	37 minutes	3.07				
16985/0/221/0000-Formax Operator	Sat	07/07/18 2:52 PM	07/07/18 6:50 PM		8.55				
16985/0/221/0000-Formax Operator	Sat	07/07/18 7:12 PM	07/08/18 12:42 AM		4.02	2.23			
Totals for Week Ending: 07/07/2018									
16985/0/221/0000-Formax Operator	Mon	07/09/18 2:52 PM	07/09/18 7:09 PM		7.38				
16985/0/221/0000-Formax Operator	Mon	07/09/18 7:57 PM	07/09/18 11:36 PM	46 minutes	1.73				
16985/0/221/0000-Formax Operator	Tue	07/10/18 2:50 PM	07/10/18 7:23 PM		5.50				
16985/0/221/0000-Formax Operator	Tue	07/10/18 8:07 PM	07/10/18 11:45 PM	44 minutes	7.23	2.23			
16985/0/221/0000-Formax Operator	Wed	07/11/18 2:58 PM	07/11/18 7:05 PM		40.00				
16985/0/221/0000-Formax Operator	Wed	07/11/18 7:39 PM	07/11/18 11:31 PM	34 minutes	4.28				
16985/0/221/0000-Formax Operator	Thu	07/12/18 2:51 PM	07/12/18 6:28 PM		3.65				
16985/0/221/0000-Formax Operator	Thu	07/12/18 6:55 PM	07/12/18 11:45 PM		7.93				
16985/0/221/0000-Formax Operator	Fri	07/13/18 2:52 PM	07/13/18 6:43 PM		4.55				
16985/0/221/0000-Formax Operator	Fri	07/13/18 7:13 PM	07/14/18 12:06 AM		3.63				
Totals for Week Ending: 07/14/2018									
16985/0/221/0000-Formax Operator	Mon	07/16/18 2:48 PM	07/16/18 7:09 PM		8.18				
16985/0/221/0000-Formax Operator	Mon	07/16/18 2:48 PM	07/16/18 7:09 PM	59 minutes	4.12				
16985/0/221/0000-Formax Operator	Fri	07/13/18 2:52 PM	07/13/18 6:43 PM		3.87	1.28			
16985/0/221/0000-Formax Operator	Fri	07/13/18 7:13 PM	07/14/18 12:06 AM		7.98				
Totals for Week Ending: 07/14/2018									
16985/0/221/0000-Formax Operator	Mon	07/16/18 2:48 PM	07/16/18 7:09 PM		3.62				
16985/0/221/0000-Formax Operator	Mon	07/16/18 2:48 PM	07/16/18 7:09 PM	59 minutes	4.83				
16985/0/221/0000-Formax Operator	Fri	07/13/18 2:52 PM	07/13/18 6:43 PM		8.45				
16985/0/221/0000-Formax Operator	Fri	07/13/18 7:13 PM	07/14/18 12:06 AM		2.57	1.28			
Totals for Week Ending: 07/14/2018									
16985/0/221/0000-Formax Operator	Mon	07/16/18 2:48 PM	07/16/18 7:09 PM		4.88				
16985/0/221/0000-Formax Operator	Mon	07/16/18 2:48 PM	07/16/18 7:09 PM	59 minutes	7.45	1.28			
Totals for Week Ending: 07/14/2018									
16985/0/221/0000-Formax Operator	Mon	07/16/18 2:48 PM	07/16/18 7:09 PM		40.00	1.28			
16985/0/221/0000-Formax Operator	Mon	07/16/18 2:48 PM	07/16/18 7:09 PM	59 minutes	4.35				

Mon 8.12

Totals for Week Ending: 07/21/2018 8.12

Dollar 1	Dollar 2	Dollar 3	Dollar 4	Reg	OT	Dbi	Other	Other \$	Total \$
				96.68	3.52				\$1060.37
				16985/0/221/0000-Formax Operator Night					