



EMPLOYEE WARNING NOTICE FORM

Employee Name: **Mark Johnson**

Date: **April 24, 2019**

Manager Name: **Mark Reinarts**

First Warning **Second Warning** Other

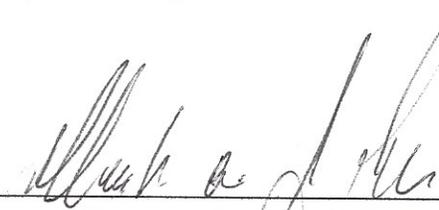
1. Your behavior/actions have been found unsatisfactory for the following reasons:

- Tardiness**
- Damaged Equipment
- Absenteeism
- Policy Violation**
- Falsifying Company Documents
- Insubordination**
- Failure to Follow Procedure**
- Failure to Meet Performance Standards
- Poor Work Quality
- Other

1. Details of Unsatisfactory Behavior/Actions: **On multiple occasions, the subject of taking long lunch breaks has been discussed with Mark. To this date, he continues to take lunch breaks longer than the allowed 30 minutes. As a reminder, punctuality and regular attendance are important to productivity and establishing a good work record. When others must cover for your tardiness's, the overall workload is increased, and production standards are compromised. In Mark's position as Dimension Support, it is imperative that he set a good example for the team.**

2. 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.

Mark must make an immediate improvement to his lunch tardiness's. We will continue to track his progress daily. We will re-evaluate on the end of April 2019 and if further instances of long lunches continue, Mark will be placed on a One-Day Suspension without pay. We expect that that this warning to be taken seriously, and every effort will be made to correct this problem.

Employee Signature:  Date: 4-24-19

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

Manager's Signature:  Date: 4-24-2019

Mark Johnson- Long Lunch Documentation

1-Jan		1-Feb	0.58	1-Mar	0.50	1-Apr	0.60
2-Jan	0.50	2-Feb	0.00	2-Mar	0.57	2-Apr	0.55
3-Jan	0.33	3-Feb	0.00	3-Mar	0.00	3-Apr	0.55
4-Jan	0.50	4-Feb	0.55	4-Mar	0.57	4-Apr	0.60
5-Jan	0.00	5-Feb	0.58	5-Mar	0.72	5-Apr	0.50
6-Jan	0.00	6-Feb	0.65	6-Mar	0.47	6-Apr	0.53
7-Jan	0.67	7-Feb	0.70	7-Mar	0.52	7-Apr	0.00
8-Jan	0.00	8-Feb	0.68	8-Mar	0.00	8-Apr	0.00
9-Jan	0.00	9-Feb	0.00	9-Mar	0.00	9-Apr	0.00
10-Jan	0.50	10-Feb	0.00	10-Mar	0.57	10-Apr	0.52
11-Jan	0.58	11-Feb	0.72	11-Mar	0.63	11-Apr	0.00
12-Jan	0.00	12-Feb	0.62	12-Mar	0.50	12-Apr	0.58
13-Jan	0.00	13-Feb	0.67	13-Mar	0.62	13-Apr	0.75
14-Jan	0.65	14-Feb	0.63	14-Mar	0.62	14-Apr	0.00
15-Jan	0.62	15-Feb	0.47	15-Mar	0.47	15-Apr	0.38
16-Jan	0.00	16-Feb	0.00	16-Mar	0.00	16-Apr	0.53
17-Jan	0.60	17-Feb	0.00	17-Mar	0.55	17-Apr	0.50
18-Jan	0.63	18-Feb	0.57	18-Mar	0.72	18-Apr	0.43
19-Jan	0.65	19-Feb	0.68	19-Mar	0.00	19-Apr	
20-Jan	0.00	20-Feb	0.62	20-Mar	0.53	20-Apr	
21-Jan	0.80	21-Feb	0.55	21-Mar	0.62	21-Apr	
22-Jan	0.00	22-Feb	0.50	22-Mar	0.60	22-Apr	
23-Jan	0.60	23-Feb	0.52	23-Mar	0.00	23-Apr	
24-Jan	0.82	24-Feb	0.50	24-Mar	0.00	24-Apr	
25-Jan	0.00	25-Feb	0.00	25-Mar	0.62	25-Apr	
26-Jan	0.00	26-Feb	0.60	26-Mar	0.63	26-Apr	
27-Jan	0.00	27-Feb	0.62	27-Mar	0.65	27-Apr	
28-Jan	0.00	28-Feb	0.62	28-Mar	0.60	28-Apr	
29-Jan	0.00			29-Mar	3.05	29-Apr	
30-Jan	0.00			30-Mar	0.00	30-Apr	
31-Jan	0.63			31-Mar	0.00		

Days	15	21	22	13
Long	11	18	18	9
%	73%	86%	82%	69%

Total Days	71
Total Long	56
Total %	79%