



EMPLOYEE WARNING NOTICE FORM

Employee Name: **Minnie Harrell**

Date: **September 14, 2021**

Manager Name: **Jenny Vanderwerf**

First Warning **Second Warning** **Other**

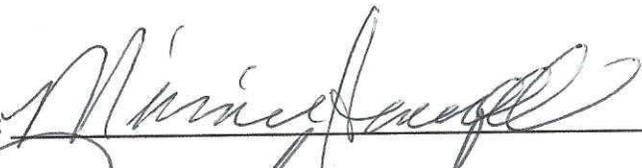
1. Your behavior/actions have been found unsatisfactory for the following reasons:

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

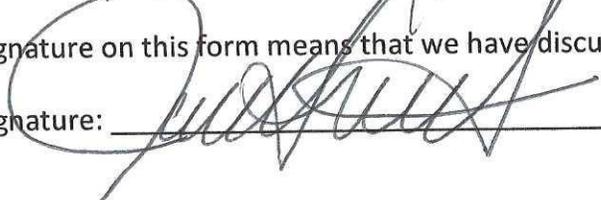
1. Details of Unsatisfactory Behavior/Actions: **Minnie has had 2 Unexcused Absences since her re-hire date of 08/30/2021 with one of them being a NCNS. This is a pattern that cannot continue. Punctuality and regular attendance are important to productivity and establishing a good work record. When others must cover for your absences, the overall workload is increased, and performance and productivity are compromised. Minnie must also inform us if she cannot make it to work. Excessive absenteeism also disqualifies you from future raises and/or bonuses.**

**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.**

To avoid further discipline, Minnie must be at work for every scheduled shift. She must do her best to be productive while at work. If additional training is needed, she must talk to her supervisor and request training.

Employee Signature:  Date: 09/14/21

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

Manager's Signature:  Date: 09/14/21