



EMPLOYEE WARNING NOTICE FORM

Employee Name: **Omot Abella**

Date: **July 12, 2018**

Manager Name: **Nick Rausch**

First Warning Second Warning Other

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

- | | |
|--|--|
| <input checked="" type="checkbox"/> Tardiness- Excessive | <input type="checkbox"/> Insubordination |
| <input type="checkbox"/> Damaged Equipment | <input 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 type="checkbox"/> Other |

1. Details of Unsatisfactory Behavior/Actions: Since Omot's Tardiness Warning on 6-12-18, he has been tardy an additional 12 days. Since his start date of 4-10-18, Omot has been tardy a total of 33 days. This pattern is excessive and will no longer be tolerated by the company.

**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.**

No further instances of tardiness will be accepted by Omot. If, for any reason, he is tardy again, he will be sent home for the day without pay. If this pattern continues, further discipline will include suspension and possible termination.

Employee Signature:  Date: 7-13-18

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

Manager's Signature:  Date: 7/13/18