



EMPLOYEE WARNING NOTICE FORM

Employee Name: Raul Zavala

Date: 07-28-17

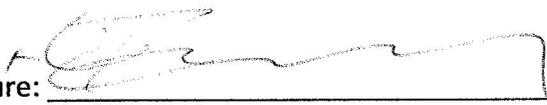
Manager Name: Matt Heaton

First Warning Second Warning Other

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

- | | |
|---|--|
| <input type="checkbox"/> Tardiness | <input type="checkbox"/> Insubordination |
| <input type="checkbox"/> Damaged Equipment | <input type="checkbox"/> Failure to Follow Procedure |
| <input checked="" type="checkbox"/> Absenteeism-Tardiness | <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: Raul has missed 4 days this month and has a history of excessive tardiness. This is considered excessive absenteeism and is unacceptable. Raul must make every effort to be at work on time on a daily basis. If excessive absenteeism/tardiness continues, Raul will be placed on an On-Call basis and will relinquish his full-time status.

Employee Signature:  Date: _____

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

Manager's Signature:  Date: 8-1-17