



EMPLOYEE WARNING NOTICE FORM

Employee Name: **Raul Zavala**

Date: **December 20, 2018**

Manager Name: **Mark Reinarts**

First Warning **Second Warning: and Final** 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 checked="" type="checkbox"/> Failure to Meet Performance Standards |
| <input checked="" type="checkbox"/> Policy Violation | <input checked="" type="checkbox"/> Poor Work Quality |
| <input type="checkbox"/> Falsifying Company Documents | <input type="checkbox"/> Other |

1. Details of Unsatisfactory Behavior/Actions: **Raul has been observed walking off the production line on numerous occasions without permission. He also has been taking excessively long breaks and he fails to return to his work station promptly. These actions are causing Raul to not get his work completed on a timely basis. When he is asked by his Lead (Jenny Vanderwerf) to stay on task and make proper use of work time, Raul gets upset and uses profanity. Raul does not conduct himself in a professional manner, has a negative attitude and is becoming difficult to work with. Raul also needs to improve his attendance. He continually clocks in late which causes him to be late in getting onto the production floor.**

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.

For employment to continue, Raul must adhere to the following conditions:

- 1) Raul must not leave the production floor unless directed to do so by his Lead or the Supervisor.**
- 2) Raul's breaks must follow the company break policy of 2/20 minute breaks. He must report back to work at the assigned time.**
- 3) Raul must listen to his Lead and follow her instructions without back-talk or using profanity.**

- 4) Raul must increase the speed of his work and stay on task.
- 5) Raul must report to work timely. He must be ready to be on the floor by 3:20pm each scheduled shift.

Any further instances of Improper Conduct or Behavior, Insubordination, Lack of Productivity will result in Immediate Termination.

Employee Signature:  Date: 12-20-18

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

Manager's Signature:  Date: 12-20-2018