



EMPLOYEE WARNING NOTICE FORM

Employee Name: **Cameron Reid**

Date: **October 20, 2021**

Manager Name: **Jenny Vanderwerf**

First Warning **Second Warning** **FINAL**

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: **Cameron has had 11 Unexcused Absences since the start of 2021. Punctuality and regular attendance important to productivity and establishing a good work record. When others must cover for your absences, the overall workload is increased, and production and performance are compromised. Excessive absenteeism disqualifies you from future raises as well as earning bonuses.**

2. The following immediate corrective action must be taken by the employee.
To avoid further discipline, Cameron must be to work for every scheduled shift's unless preapproved with his supervisor. To avoid further discipline, up to and including Release of Assignment from Branding Iron, Cameron's attendance must improve immediately.

Employee Signature: *Cameron Reid* Date: *Oct 21, 2021*

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

Manager's Signature: *Jenny Vanderwerf* Date: *10-21-21*

Attendance Record: Cameron Reid

09/29/2021	09/29/2021	Sick Called in sick	No 8.00
08/17/2021	08/17/2021	Sick Called in sick	No 8.00
08/10/2021	08/10/2021	Sick Called in with a tooth ache	No 8.00
07/10/2021	07/10/2021	Sick Called in sick	No 8.00
06/05/2021	06/05/2021	Sick Called in sick	No 8.00
05/17/2021	05/17/2021	Sick Called in Sick No NPTO Days left	No 8.00
04/13/2021	04/13/2021	NCNS Used 5 of 5 NPTO Days- NCNS for scheduled shift	No 8.00
04/07/2021	04/07/2021	Sick Used 4 of 5 NPTO Days- called in sick	No 8.00
03/27/2021	03/27/2021	Other Used 3 of 5 NPTO Days- was going to be late & never came in	No 8.00
03/08/2021	03/08/2021	Sick Used 2 of 5 NPTO Days- called in sick	No 8.00
03/02/2021	03/02/2021	Sick Used 1 of 5 NPTO Days- called in sick	No 8.00