



**EMPLOYEE WARNING NOTICE FORM**

Employee Name: **Vernon Howard**

Date: **5/31/2022**

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: Vernon has had 14 unexcused absences since coming back to work in January. Punctuality and Regular attendance are important to productivity and establishing a good work record. When others must cover for your absences, the workload is increased, and performance is 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, Vernon needs up to be here for every scheduled shift unless excused by his supervisor. To avoid further discipline, up to and including Release of Assignment from Branding Iron, Vernon must improve his attendance immediately and communicate with supervisor when unable to make scheduled shift.**

Employee Signature:  Date: 6/6/22

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

Manager's Signature:  Date: 6/6/22