

## Employee Warning Notice



Employee Name: Keith Jason Caoili

Warning Date: 4 July 2019

Designation: Virtual Assistant

No. of Warning(s): Verbal

### Violation(s)

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Tardiness (Late w/o Notice) | <input type="checkbox"/> Creating a Disturbance             |
| <input type="checkbox"/> Unauthorized Absence                   | <input type="checkbox"/> Personal Work                      |
| <input type="checkbox"/> AWOL                                   | <input type="checkbox"/> Work Quality/Accuracy              |
| <input type="checkbox"/> Insubordination                        | <input type="checkbox"/> Work Quantity/Output               |
| <input type="checkbox"/> Conduct                                | <input type="checkbox"/> Willful Damage to Company Property |
| <input type="checkbox"/> Performance                            | <input type="checkbox"/> Other – IT Policy Violation        |

### Description of Violation(s)

Employee Guidelines: Please be mindful that all employees are expected to be punctual and arrive at work on time. If the cause for an employee coming in late is deemed unreasonable, such behaviour, if continued, may be grounds for disciplinary action up to and including dismissal.

Employee Contract: **SECTION 5. Tardiness.** – There shall be no allowance. Any tardiness will be subtracted or pro-rated from Employee's daily rate.

Keith has been struggling in constantly reporting to work on time since he came back from his vacation.

TARDINESS								
NAME	TEAM LEADER	JAN	FEB	MAR	APR	MAY	JUN	JUL
CAOILI, KEITH JASON	Lisondra, Leo Angelo	0	1	1	2	2		4

2019 Attendance Record for:		CAOILI, KEITH JASON																																		
COLOR KEY		P	Present					T	Tardy					VL	Vacation Leave					SL	Sick Leave					U	Undertime									
		CH	Client Holiday					LH	Legal Holiday					SH	Special Holiday					UA	Unauthorized Absence/AWOL															
JUNE		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30					
		Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun					
				VL	VL	LH	VL	VL			CH	T	LH	P	P			P	P	T	T	P				T	P	P	P	P						

### Action/Improvement Plan

Lengthen the allotted travel time by an hour to avoid delays caused by traffic.

### Consequence(s) of Future Infraction/Violation

Next instance of client complaint will lead progression of warning upto termination of employment.

I have read this Warning Notice and understand it.

Employee's Signature: \_\_\_\_\_

Date: 3-07-10-19

Supervisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness' Signature: \_\_\_\_\_

Date: 7/10/2019