

## Employee Warning Notice



Employee Name: Dona Marie Moreno

Warning Date: 4 Mar 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.

Despite disciplinary action and considerations given during 2018, Dona continued to display habitual tardiness for January 2019.

2019 Attendance Record for:		MORENO, DONA MARIE			
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	
JANUARY	1	2	3	4	5
	Tue	Wed	Thu	Fri	Sat
	6	7	8	9	10
	Sun	Mon	Tue	Wed	Thu
	11	12	13	14	15
	Fri	Sat	Sun	Mon	Tue
	16	17	18	19	20
	Wed	Thu	Fri	Sat	Sun
	21	22	23	24	25
	Mon	Tue	Wed	Thu	Fri
	26	27	28	29	30
	Sat	Sun	Mon	Tue	Wed
	31				
	Thu				

### Action/Improvement Plan

- Be mindful of the time and leave early from home (70 minutes allowance)
- If there is an no enough time to ride a jeep ; take a cab instead

### 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: \_\_\_\_\_

2/5/19

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

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

3/5/19

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

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

3/5/19