



## Employee Warning Notice

Employee Name: BUENO, JUEL REY H.

Warning Date: Feb 2017

Designation: VA

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                              |

## Description of Violation(s)

Three instances of tardiness in a month (please see attachment)  
\* January 2017

## Action/Improvement Plan

= Wake up 4:45 AM, leave house 5:30 PM w/o companion.  
- If emotionally in turmoil; go to gym & get rid of stress.

## Consequence(s) of Future Infraction/Violation

Further misconduct or violation(s) will result in disciplinary action, up to and including immediate termination.

I have read this Warning Notice and understand it.

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

Date: 2/27/2017

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

Date: 2/27/17

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

Date: 2/27/17





## Employee Warning Notice

Employee Name: BUENO, JOEL REY H.

Warning Date: FEB. 2017

Designation: VA

No. of Warning(s): Verbal

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| <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                              |

## Description of Violation(s)

- Three instances of tardiness in a month (please see attachment)  
\* January 2017

## Action/Improvement Plan

- Wake up 4:15 AM; leave house for 5:30 PM. w/o companion.
- If emotionally in turmoil; go to gym & get rid of stress.

## Consequence(s) of Future Infraction/Violation

Further misconduct or violation(s) will result in disciplinary action, up to and including immediate termination.

I have read this Warning Notice and understand it.

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

Date: 2/27/2017

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

Date: 2/27/17

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

Date: 02/07/17



## MONTHLY ATTENDANCE REPORT

For the month of: January 2017

Employee: BUENO, Joel Rey H.

### TARDY

Date	Time In	# of Mins.
January 04, 2017	6:11:00 AM	11
January 05, 2017	6:04:00 AM	4
January 09, 2017	6:32:00 AM	32
January 13, 2017	6:01:00 AM	1
January 20, 2017	6:02:00 AM	2
January 25, 2017	6:05:00 AM	5
January 31, 2017	6:40:00 AM	40

Total Frequency: 7

Total no. of Minutes: 95

No. of Warnings: 2