

Employee Warning Notice



Employee Name: Roltaire Solis

Warning Date: 23 Apr 2020

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)

Employ 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 the clear expectation set during onboarding, coaching & consideration, Roltaire continued to incur incidences of tardiness in March.

2020 Attendance Record for:

SOLIS, ROLTAIRE G.



COLOR KEY	P Present	CH Client Holiday	VL Vacation Leave	SL Sick Leave																											
	T Tardy	U Undertime	UA Unauthorized Absence/AWOL																												
MARCH	1 Sun	2 Mon	3 Tue	4 Wed	5 Thu	6 Fri	7 Sat	8 Sun	9 Mon	10 Tue	11 Wed	12 Thu	13 Fri	14 Sat	15 Sun	16 Mon	17 Tue	18 Wed	19 Thu	20 Fri	21 Sat	22 Sun	23 Mon	24 Tue	25 Wed	26 Thu	27 Fri	28 Sat	29 Sun	30 Mon	31 Tue
	T	P	T	T	T			T	P		P	P			P	P		P	P			P	P	P	P	P				P	P

Action/Improvement Plan

I will wake up an hour and a half prior to my shift so I will have enough time to prepare and travel to work regardless if it's a 7AM or 6AM shift.

Consequence(s) of Future Infraction/Violation

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

I have read this Warning Notice and understand it.

Employee's Signature: Sgd.

Date: 23 Apr 2020

Supervisor's Signature: 

Date: 24 Apr 2020

Witness' Signature: _____

Date: _____

Hi sir Leo,

I acknowledge the stated action plan as per our previous discussion.

Kind regards,
Roltaire Solis

On Wed, 29 Apr 2020 at 16:02, Leo Angelo Lisondra <llisondra@virtualdonewell.com> wrote:
Hi Roltaire,

Kindly acknowledge indicated Action Plan on the attached. As discussed, you will wake up 1.5hrs prior to your shift to give you ample time to prepare and commute going to the office.

Kind Regards,

Leo Angelo Lisondra
Assistant Operations Manager, Virtual Done Well

Email | llisondra@virtualdonewell.com <<mailto:sevelyn@virtualdonewell.com>>
Skype | leoangelo.lisondra

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