

## Employee Warning Notice



Employee Name: Ayelhea Kathleen Ceballos

Warning Date: 22 May 2019

Designation: Virtual Assistant

No. of Warning(s): Written

### 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 previous disciplinary action last Feb 2019 and considerations given for the succeeding months, Ayeka continued to display habitual tardiness.

TARDINESS							
NAME	TEAM LEADER	JAN	FEB	MAR	APR	MAY	
CEBALLOS, AYELHEA KATHLEEN D.	Lisondra, Leo Angelo	3	3	4	4	3	

### Action/Improvement Plan

*Mind over matter. Always keep in mind (to b) the importance of having a stable job to keep myself motivated. Always think about the negative impact of being late when it comes to getting the quarterly incentive.*

### 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: 

Date: 01/07/2019

Supervisor's Signature: 

Date: 1/12/19

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

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