



## Employee Warning Notice

Employee Name: MORENO, Dora Marie Warning Date: July 3, 2017

Designation: IA No. of Warning(s): 1st 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 (3) instances of tardiness in a month - June 2017

## Action/Improvement Plan

LEAVE EARLY (AN HOUR) FOR <sup>STARTING</sup> TOMORROW

## 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: [Signature]

Date: 7/4/17

Supervisor's Signature: [Signature]

Date: 4 JULY 2017

Witness' Signature: [Signature]

Date: July 4, 2017

2017 Attendance Record for:

MORENO, DONA MARIE



COLOR KEY

P Present

T Tardy

VL Vacation Leave

SL Sick Leave

UL Unpaid 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
	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	Mon	Tue	Wed	Thu	Fri
	P	P			P	P	T	P	P			T	P	UL	P	P			P	P	P	P	P			P	T	P	P	T