



## Employee Disciplinary Consultation Form

Employee: JONATHAN CO

Date: 05-Aug-2025

### Description of Problem / Issue

On June 25, July 10, and July 28, 2025, Jonathan Co sent a text message to his manager (John Gonzales), that he was going to be late to work. On June 25 he arrived 735am and needed to change into his uniform delaying start time by another 10 minutes. On July 10 he arrived 800am and needed to change into his uniform. On July 31 he arrived 800am and needed to change into his uniform. On July 25, 2025 Jonathan Co failed to submit timecard daily resulting in delay in payroll from being processed. On Aug 4, 2025 Jonathan sent a text message at 644am to his manager that he would be taking a personal day without having any remaining PTO or sick days for the rest of the year.

### Details of Action to be Taken

All shop employees must report to work for 730am. If an employee cannot report to work at 730am they must contact their manager John Gonzales to notify him of their reason for being late. Missed work causes delays in production in the shop. It is important for employees to report projected absences timely to their manager. Timecards are expected to be completed in the portal daily. When timecards are not completed on time, payroll is delayed for all employees. Jonathan must report to work on time and meet expected schedule. Jonathan must complete timecards daily, with no exception. These issues must immediately improve. If we do not see an immediate improvement in these behaviors, further discipline up to and including termination will result.

### Employee's Input / Comments

No Comment

Employee Signature:

JONATHAN CO

Date: 05-Aug-2025

A handwritten signature in black ink, appearing to be the name "JONATHAN CO".

S3S Representative Signature:

JOHN GONZALES

Date: 05-Aug-2025

JG