



☒ Disciplinary Consultation

EMPLOYEE CONSULTATION FORM

Employee Name: Jonathan Co

Date: 06-18-2025

Description of Problem / Issue

On June 11 and 12, 2025, Jonathan Co failed to submit timecard daily resulting in missed and locked timecards. Not completing timecards in a timely manner delays payroll from being processed. Jonathan sent a text message on the morning of June 13 that his daughter was ill and that he would not be able to come to work till later afternoon. Jonathan did not show up for work later that day and did not communicate his absence. Manager John Gonzales tried to contact Jonathan via phone at 1 pm and did not get a response resulting in work that was scheduled to be done by the shop. Jonathan did not show up to work on June 18, 2025 on time (730am) and did not contact his supervisor to notify that he will be late for work. John Gonzales called Jonathan at 837am and was not able to reach Jonathan. Jonathan contacted his supervisor at 737am that he missed his alarm clock and he was getting up and headed into work. This issue caused a shortage in man power in the shop in trying to get equipment loaded for a job that was departing this morning which Jonathan's role and responsibility to ensure preparations were complete.

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. Missing 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 Additional Comment

Employee Signature:

Jonathan Co

Digitally signed on record

Date: 06-18-2025

S3S Representative Signature: John Gonzales

Digitally signed on record

Date: 06-18-2025

