

Employee Warning Notice



Date of Notice:	01/09/2025
Employee Name:	Jakarin Allen
Employee ID:	102346
Branch:	Beaumont
Department:	Service
Job Title:	Technician

Type of Warning

- ☐ Meeting
☐ Verbal Warning
☐ Written Warning

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Type of Violation

Date/Time of Incident: 01/09/2025

- | | | |
|--|--|---------------------------------------|
| <input checked="" type="checkbox"/> Attendance | <input type="checkbox"/> Carelessness | <input type="checkbox"/> Other: _____ |
| <input checked="" type="checkbox"/> Tardy/Left Early | <input type="checkbox"/> Violation of Company Policies | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Inappropriate Behavior | <input type="checkbox"/> Insubordination | <input type="checkbox"/> Other: _____ |
| <input checked="" type="checkbox"/> Unsatisfactory Performance | <input type="checkbox"/> Safety | <input type="checkbox"/> Other: _____ |

Description of Violation

Jakarin Allen did not show up for work on Monday, January 6th. He informed his foreman that morning that he had court and would not be able to attend. On Tuesday, January 7th, he arrived 20 minutes late. On Wednesday, he told his foreman that he had mistakenly thought his court date was on Monday instead of Wednesday, which is why he did not come to work. Today, January 9th, he arrived 30 minutes late. In the past 30 days has only shown on time one day. Jakarin is exhibiting a pattern of tardiness and poor attendance. Over the past 30 days, his work efficiency has been low at just 15%, and he has not shown any signs of improvement. Observations indicate he spends excessive time on his phone instead of working. The issues regarding his attendance and low performance have been addressed in the past, but there has been no improvement.

Actions to be Taken

- ☐ Warning ☐ Probation ☐ Suspension ☒ Discharge ☐ Other: _____

Consequence should incident occur again:

Employee Statement:

- ☐ I agree with the employer's statement. ☒ I disagree with the employer's description of violation for these reasons:

I don't agree with me being on the phone, I most definitely work real hard to get any job done. I think this is a bad decision knowing im a hard worker despite of the few tardies. Im never late just to be late, if im late its for a reason, either traffic, detours, etc & I would let my mentor know

I have read and understand this employee warning notice.

Employee Signature: Jakarin Allen Date: 1/9/25

Supervisor's Signature: [Signature] Date: 1/9/25