

DOCUMENTED CORRECTIVE ACTION

Employee Name: First & Last Name Badge #: 00000 Date: May 13, 2022

Position Title: Print Type Setter II Business Unit: Name Hire Date: Feb 4, 2022

NATURE OF CURRENT INCIDENT:

On May 9, you were tardy again. You cannot perform what you are being paid to do when you are not here; and this is happening too often.

STATUS: ☐ VERBAL* ☒ WRITTEN WARNING ☐ FINAL WRITTEN WARNING

* Verbal warnings are considered less formal than written warnings. At the supervisor's discretion verbal warnings may be noted here, but it is not a requirement. Verbal warnings are just that – they do not require an employee signature.

PRIOR CORRECTIVE ACTION RECORD:

Date of Violation	Nature of Rule Violated	Action(s)
May 8, 2022	17 minutes late	Verbal Warning
May 7, 2022	13 minutes late	Counseling
March 19, 2022	33 minutes late	Counseling

CORRECTIVE ACTION(S) TAKEN IN CURRENT INCIDENT:

Following your hire in February this year, I coached you several times about the need to be here on time. Still, you sporadically continued to come into work late, and on March 19 your recurring infractions made it necessary for me to specifically counsel you on your tardiness issues. To be clear the counseling was not disciplinary – but designed to generate a two-way dialog, and voluntary compliance. I had hoped the informal counseling sessions would have resulted in your taking the need to be on time more seriously. However, the very next day after your May 7 counseling meeting, you came in late again. As a result, of your May 8 tardiness, your behavior forced me to give you a Verbal Warning. In that meeting, you expressed understanding that failure to arrive at work on time would result in additional disciplinary action in keeping with policy. Still – the very next day, May 9th, you were late again, and your excuse of heavy traffic is not acceptable as a reason to be late. That has generated the need for this Written Warning.

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Table of Contents Further Corrective Action And The Discipline Option Selfstudy Workbooks Series

1. Understanding the eBook Further Corrective Action And The Discipline Option Selfstudy Workbooks Series
 - The Rise of Digital Reading Further Corrective Action And The Discipline Option Selfstudy Workbooks Series
 - Advantages of eBooks Over Traditional Books
2. Identifying Further Corrective Action And The Discipline Option Selfstudy Workbooks Series
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Further Corrective Action And The Discipline Option Selfstudy Workbooks Series
 - User-Friendly Interface

4. Exploring eBook Recommendations from Further Corrective Action And The Discipline Option Selfstudy Workbooks Series
 - Personalized Recommendations
 - Further Corrective Action And The Discipline Option Selfstudy Workbooks Series User Reviews and Ratings
 - Further Corrective Action And The Discipline Option Selfstudy Workbooks Series and Bestseller Lists
5. Accessing Further Corrective Action And The Discipline Option Selfstudy Workbooks Series Free and Paid eBooks
 - Further Corrective Action And The Discipline Option Selfstudy Workbooks Series Public Domain eBooks
 - Further Corrective Action And The Discipline Option Selfstudy Workbooks Series eBook Subscription Services
 - Further Corrective Action And The Discipline Option Selfstudy Workbooks Series Budget-Friendly Options
6. Navigating Further Corrective Action And The Discipline Option Selfstudy Workbooks Series eBook Formats
 - ePub, PDF, MOBI, and More
 - Further Corrective Action And The Discipline Option Selfstudy Workbooks Series Compatibility with Devices
 - Further Corrective Action And The Discipline Option Selfstudy Workbooks Series Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Further Corrective Action And The Discipline Option Selfstudy Workbooks Series
 - Highlighting and Note-Taking Further Corrective Action And The Discipline Option Selfstudy Workbooks Series
 - Interactive Elements Further Corrective Action And The Discipline Option Selfstudy Workbooks Series
8. Staying Engaged with Further Corrective Action And The Discipline Option Selfstudy Workbooks Series
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Further Corrective Action And The Discipline Option Selfstudy Workbooks Series
9. Balancing eBooks and Physical Books Further Corrective Action And The Discipline Option Selfstudy Workbooks Series
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Further Corrective Action And The Discipline Option Selfstudy Workbooks Series
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions

- Managing Screen Time
- 11. Cultivating a Reading Routine Further Corrective Action And The Discipline Option Selfstudy Workbooks Series
 - Setting Reading Goals Further Corrective Action And The Discipline Option Selfstudy Workbooks Series
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Further Corrective Action And The Discipline Option Selfstudy Workbooks Series
 - Fact-Checking eBook Content of Further Corrective Action And The Discipline Option Selfstudy Workbooks Series
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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