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TRANSPORT BOARD

MEMORANDUM

TO: MARSHALL, LISA # 1129
FROM: Personnel Officer
DATE: June 01, 2012
SUBJECT: Second Written Warning

HRD: 12/1025

A review of your personnel information for the period 03-10-11 to 19-05-12 shows the following records: **three** times late, **ten** uncertified sick days, and **three** did not reports.

You were charged under Section 22 of the Code of Discipline and found to be in breach of the Code as charged.

On **03-10-11** you had a First Written Warning concerning your lateness and absenteeism but you continued to show unsatisfactory attendance; this does not reflect the desirable attitude to work required of employees of the Transport Board. In addition, the Board in its effort to provide a dependable passenger service must have employees upon whom it can depend, and will not accommodate your irregular attendance.

This is a **SECOND WRITTEN WARNING** to indicate that unless there is marked improvement in the above areas, more serious disciplinary action will be taken against you. You are advised to resolve any problems that prevent you from having perfect attendance so that you will be able to fulfill the requirements of your employment.


Elaine White

EW:yj

cc: P.F.