

Employee Warning Notice

Employee Name: Correen Kakegamic		Date: Jan 31, 2024
Employee ID:		Job Title: Executive Assistant
Manager: Acting ED Chantelle Johnson		Department: Executive
Type of Warning		
1. Verbal Warnin	ng by the Employee's Supervisor	2. Letter of Counsel
X 3. Letter of Warr	ning 4. Suspension	5. Dismissal
Reason for Warning		
☐ Tardiness/Leavi		Violation of Company Policies
Substandard Wo	ork Rudeness to Clients/C	coworkers Violation of Safety Rules
Event Details Description of Infraction:		
There have multiple times where you have not been available when needed, or require additional assistance in completing tasks that should have been completed before hand. This would include things like preparing packages, creating agendas, suppling minutes from meetings with staff and stakeholder, or scheduling and providing access links for meetings. In addition to this, there have been times where it has been difficult to find you when requiring assistance, ie: not answering calls or texts/emails and needing to search for you between floors. Time Management has also been a concern as in the past, projects and tasks that should have been completed during work hours are left until last minute and Overtime is claimed for the additional time it takes to complete them. Or tasks take a long time to be submitted for review and the information has changed due to additional meetings occurring before the task is complete. When these items are left until last minute, take a long time to complete, or searching is required to find you, mistakes often occur and the organization is put in a position where they seem to be disorganized. This workload then ends up being placed on other staff members to complete, which pulls them away from the tasks they need to complete as a part of their job descriptions. Plan for Improvement: 1) You will check in with Natasha or Lauren multiple times a day to inquire on work related tasks for that day, and any additional projects that need to be completed as soon as possible. 2) You will need to be available by phone/email at a moments notice for updates to your daily tasks as changes are made regularly based on the needs of the organization. 3) Revise personal organization methods, i.e. make a schedule of due dates and upcoming projects where reminders are needed. You will also need to take notes during conferences with stakeholders and meetings to ensure tasks are being completed in a timely manner. 4) You will be provided with a To Do List as well as a Work plan outlining the tasks		
Consequences of Further Infractions: Should your performance not improve, you may be subject to further disciplinary action as per policy		
Acknowledgement of Receipt of Warning By signing this form, you confirm that you understand the information in this warning. You also confirm that you and your manager have discussed the warning and a plan for improvement. Signing this form does not necessarily indicate that you agree with this warning.		
Employee:	Manager:	Date:

TO-DO:

- Minutes for yesterday's meeting with Douglas Semple (due today and sent to all attendees by EOD)
- 2. Minutes for yesterday's management meeting regarding year-end spending and our travel "blitz" as it relates to Douglas's project (due today and sent to all managers by EOD)
- A virtual invite for 2 pm this Friday for all managers as a follow up to yesterday's meeting (due today by EOD)
- 4. Toronto Management training follow up:
 - a. Minutes for the report (due Feb. 2)
 - b. List of to-do's that came from the management training (due Feb. 2)
 - Report for the results of the management training to be included in the next board report (due Feb. 9)
- 5. Prep for upcoming board meeting, Feb. 22
 - a. Send a reminder email to directors for their reports for the binders (deadline for them to submit is Feb. 9)
 - b. Binders for board meeting (to be ready by Feb 16th)
 - Logistics of next board meeting (food/catering, meeting invites, is location determined?)
 (Please follow up before Feb. 9)
- 6. Scheduling of executive directors interviews
 - a. Please work with Liberty and HR to schedule these ASAP