



# Reichel Foods, Inc. Employee Warning Notice

### Employee Information

Date: 3/4/2015  
Employee Name: Francia Perez  
Job Title: QA Tech  
Manager/Supervisor: Luz Pizano

### Type of Warning

Verbal Warning   
Written Warning   
Final Warning

### Type of Offense

Tardiness/Leaving Early   
Absenteeism   
Violation of Company Policies   
Substandard Work   
Violation of Safety Rules   
Rudeness to Customers/Coworkers   
Other

### Details

Description of Incident (Describe incident and list the date, time, and any witnesses present)  
We did not specify a time for Francia to be at work; She did agree to be in production area at least 20 minutes before startup. She did good the first 2 weeks and she has been late at most 10 minutes on the following days, January 22, 26, 27, and 28th. February 5, 11, 16, 17, 18, 26, and 27th. She called in sick on 2/12/15 and went home early on 2/20/15 due to mental illness. She called in on 3/2/15 and 3/3/15 due to her sister in law being in the hospital.

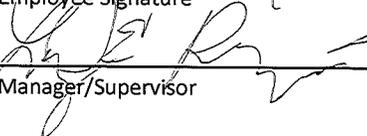
Plan for Improvement:  
Francia is aware of the severity of her attendance issues and has agreed to not be late anymore. She will do her best to comply with all the duties and responsibilities her position requires of her.

Consequences of Further Infractions:  
This is a final warning any further infractions will result in termination of employment.

### 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/supervisor have discussed the warning and a plan for improvement. Signing this form does not necessarily indicate that you agree with this warning.

Employee Signature  Date 3/4/15

Manager/Supervisor  Date 3/4/15

Witness Signature (if employee understands warning but refuses to sign) \_\_\_\_\_ Date \_\_\_\_\_

## **Performance Improvement Plan**

Francia Perez

Tardiness/absent (Attendance) Was late because of an unreliable vehicle-  
Solution- Junked the vehicle and get a ride from a co-worker

Permanent Solution- waiting on Taxes so that I can buy a vehicle

Meeting 1/13/15 Francia has agreed to be here 20 minutes before start time, (at the latest) she will be here earlier if possible, this is her realistic goal and will work towards improving. Luz asked Francia how she thought she was doing as far as work, she did say she is aware that she needed to improve on her attendance, therefore came the goal. Francia is capable of doing the work in its entirety and takes responsibility but she needs to do her best to be here on time everyday.

Luz will follow-up in a month and a half on (March 2nd)

*Check Francias attendance for January 14, 2015- Present)*

### **Follow-up**

*Follow up date: March 2, 2015*

We did not specify a time for Francia to be at work; She did agree to be in production area at least 20 minutes before startup. She did good the first 2 weeks and she has been late at most 10 minutes on the following days, January 22, 26,27, and 28th. February 5, 11, 16, 17,18, 26, and 27th. She called in sick on 2/12/15 and went home early on 2/20/15 due to mental illness. She left early on 3/2/15 and called in on 3/3/15 due to her sister in law being in the hospital.

### **Actions Taken:**

Due to her attendance not improving, she will be receiving a final warning. Any further tardies, or unexcused absences will result in termination of employment.

### **Employee Comments:**

*Frankie got her own vehicle as of Sunday 3/1/15 she's been having some personal issues. All that is sorted out*

41703g

Perez, Francia

\*\*\* This employee has missing punches in the selected date range. \*\*\*

Nov 22 + 23 Disat punches

DATE	DAY	CTGY.	START	STOP	HOURS	REG	OT1	OT2	OT3	UNPAID	TOTAL	DOLLARS
12/01/2014	MON	WORK	5:31a IE	2:34p OL	9.05	9.05					9.05	
12/02/2014	TUE	ABSE	6:00a			0.00					0.00	
12/03/2014	WED	WORK	4:35a IE	2:51p OL	10.25	10.25					10.25	
12/04/2014	THU	WORK	4:50a IE	2:22p OL	9.55	9.55					9.55	
12/05/2014	FRI	WORK	4:42a IE	4:14p OL	11.55	11.15	0.40				11.55	
12/06/2014	SAT		4:56a			0.00					0.00	
12/07/2014	SUN	WORK	4:49a IE	9:12a OE 3:13p	4.40	0.00	4.40				4.40	
<b>EMPLOYEE TOTALS</b>						40.00	4.80	0.00	0.00	0.00	44.80	0.00

Oct 24 - MP  
Oct 3 - MP  
Aug 19 - MP  
Sept 2 - MP

Disc  
11/16/14 - Notification of  
Tactics Attendance Policy  
12/1/14 - Notification in Tactics  
12/2/14 - Attendance  
12/16/14 - Verbal warning  
tactics  
12/26/14 - Written warning  
Attendance  
12/29/14 - Final warning  
Attendance

41703g

Perez, Francia

DATE	DAY	CTGY.	START	STOP	HOURS	REG	OT1	OT2	OT3	UNPAID	TOTAL	DOLLARS
12/08/2014	MON	ABSE	6:00a			0.00					0.00	
12/09/2014	TUE	ABSE	6:00a			0.00					0.00	
12/10/2014	WED	WORK	4:41a IE	2:24p OL	9.70	9.70					9.70	
12/11/2014	THU	WORK	4:51a IE	2:04p OL	9.20	9.20					9.20	
12/12/2014	FRI	WORK	4:51a IE	3:41p OL	10.85	10.85					10.85	
<b>EMPLOYEE TOTALS</b>						29.75	0.00	0.00	0.00	0.00	29.75	0.00

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Perez, Francia

DATE	DAY	CTGY.	START	STOP	HOURS	REG	OT1	OT2	OT3	UNPAID	TOTAL	DOLLARS
12/15/2014	MON	WORK	4:39a IE	2:36p OL	9.95	9.95					9.95	
12/16/2014	TUE	WORK	5:44a IE	3:01p OL	9.30	9.30					9.30	
12/17/2014	WED	WORK	4:29a IE	2:50p OL	10.35	10.35					10.35	
12/18/2014	THU	WORK	4:31a IE	2:06p OL	9.60	9.60					9.60	
12/19/2014	FRI	WORK	4:41a IE	2:03p OL	9.35	0.80	8.55				9.35	
12/20/2014	SAT	WORK	5:02a IE	2:18p OL	9.25	0.00	9.25				9.25	
12/21/2014	SUN	WORK	5:01a IE	2:21p OL	9.35	0.00	9.35				9.35	
<b>EMPLOYEE TOTALS</b>						40.00	27.15	0.00	0.00	0.00	67.15	0.00

4:30am - 5am

5:30  
6am

41703g

Perez, Francia

\*\*\* This employee has missing punches in the selected date range. \*\*\*

DATE	DAY	CTGY.	START	STOP	HOURS	REG	OT1	OT2	OT3	UNPAID	TOTAL	DOLLARS
12/22/2014	MON	ABSENT	6:00a	2:00p		0.00					0.00	
12/23/2014	TUE	WORK	4:55a IE	2:10p OL	9.25	9.25					9.25	
12/24/2014	WED	ABSENT	6:00a	2:00p		0.00					0.00	
12/25/2014	THU	ABSENT	6:00a	2:00p		0.00					0.00	
12/26/2014	FRI	ABSE	6:00a			0.00					0.00	
<b>EMPLOYEE TOTALS</b>						9.25	0.00	0.00	0.00	0.00	9.25	0.00

41703g

Perez, Francia

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DATE	DAY	CTGY.	START	STOP	HOURS	REG	OT1	OT2	OT3	UNPAID	TOTAL	DOLLARS
12/29/2014	MON	WORK	4:34a IE	2:06p OL	9.55	9.55					9.55	
12/30/2014	TUE	WORK	4:33a IE	2:15p OL	9.70	9.70					9.70	
12/31/2014	WED	WORK	4:35a IE	1:54p OE	9.30	9.30					9.30	
01/01/2015	THU	ABSENT	6:00a	2:00p		0.00					0.00	
01/02/2015	FRI	WORK	5:02a IE	1:31p OE	8.50	8.50					8.50	
01/03/2015	SAT	WORK	4:29a IE	2:38p OL	10.15	2.95	7.20				10.15	
01/04/2015	SUN	WORK	4:59a IE	2:34p OL	9.60	0.00	9.60				9.60	
<b>EMPLOYEE TOTALS</b>						40.00	16.80	0.00	0.00	0.00	56.80	0.00

5:40am -

Group QC Quality Control  
Code Name

41703g

Perez, Francia

DATE	DAY	CTGY.	START	STOP	HOURS	REG	OT1	OT2	OT3	UNPAID	TOTAL	DOLLARS
01/05/2015	MON	WORK	4:32a IE	2:08p OL	9.60	9.60					9.60	
01/06/2015	TUE	WORK	4:30a IE	2:15p OL	9.75	9.75					9.75	
01/07/2015	WED	WORK	4:27a IE	1:03p OE	8.60	8.60					8.60	
01/08/2015	THU	WORK	4:35a IE	2:05p OL	9.50	9.50					9.50	
01/09/2015	FRI	WORK	4:33a IE	2:02p OL	9.50	2.55	6.95				9.50	
<b>EMPLOYEE TOTALS</b>						40.00	6.95	0.00	0.00	0.00	46.95	0.00

41703g Perez, Francia

DATE	DAY	CTGY.	START	STOP	HOURS	REG	OT1	OT2	OT3	UNPAID	TOTAL
01/12/2015	MON	WORK	4:36a IE	2:05p OL	9.50	9.50					9.50
01/13/2015	TUE	WORK	4:49a IE	2:37p OL	9.80	9.80					9.80
01/14/2015	WED	WORK	4:35a IE	2:27p OL	9.85	9.85					9.85
01/15/2015	THU	WORK	4:33a IE	2:16p OL	9.70	9.70					9.70
01/16/2015	FRI	WORK	4:36a IE	1:23p OE	8.80	1.15	7.65				8.80
<b>EMPLOYEE TOTALS</b>						40.00	7.65	0.00	0.00	0.00	47.65

41703g Perez, Francia

DATE	DAY	CTGY.	START	STOP	HOURS	REG	OT1	OT2	OT3	UNPAID	TOTAL
01/19/2015	MON	WORK	5:38a IE	1:49p OE	8.20	8.20					8.20
01/20/2015	TUE	WORK	5:33a IE	2:01p OL	8.45	8.45					8.45
01/21/2015	WED	WORK	5:40a IE	2:15p OL	8.60	8.60					8.60
01/22/2015	THU	WORK	5:44a IE	12:38p OE	6.90	6.90					6.90
01/23/2015	FRI	WORK	5:40a IE	11:38a OE	5.95	5.95					5.95
<b>EMPLOYEE TOTALS</b>						38.10	0.00	0.00	0.00	0.00	38.10

41703g Perez, Francia

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DATE	DAY	CTGY.	START	STOP	HOURS	REG	OT1	OT2	OT3	UNPAID	TOTAL
01/26/2015	MON	WORK	5:45a IE	2:05p OL	8.35	8.35					8.35
01/27/2015	TUE	WORK	5:41a IE	1:46p OE	8.10	8.10					8.10
01/28/2015	WED	WORK	5:50a IE	2:10p OL	8.35	8.35					8.35
01/29/2015	THU	WORK	5:40a IE	9:35a OE	3.90	3.90					3.90
ABSENT	01/30/2015	FRI	6:00a	2:00p		0.00					0.00
<b>EMPLOYEE TOTALS</b>						28.70	0.00	0.00	0.00	0.00	28.70

41703g Perez, Francia

DATE	DAY	CTGY.	START	STOP	HOURS	REG	OT1	OT2	OT3	UNPAID	TOTAL
02/02/2015	MON	WORK	5:33a IE	2:18p OL	8.75	8.75					8.75
02/03/2015	TUE	WORK	5:35a IE	2:20p OL	8.75	8.75					8.75
02/04/2015	WED	WORK	5:35a IE	2:23p OL	8.80	8.80					8.80
02/05/2015	THU	WORK	5:47a IE	12:08p OE	6.35	6.35					6.35
02/06/2015	FRI	WORK	5:40a IE	10:35a OE	4.90	4.90					4.90
<b>EMPLOYEE TOTALS</b>						37.55	0.00	0.00	0.00	0.00	37.55

41703g Perez, Francia

\*\*\* This employee has missing punches in the selected date range. \*\*\*

DATE	DAY	CTGY.	START	STOP	HOURS	REG	OT1	OT2	OT3	UNPAID	TOTAL
ABSENT	02/09/2015	MON	NP	6:00a	2:00p		0.00				0.00
	02/10/2015	TUE	WORK	5:27a IE	2:51p OL	9.40	9.40				9.40
	02/11/2015	WED	WORK	5:50a IE	1:59p OE	8.15	8.15				8.15
MP	02/12/2015	THU	8:50a	SICK		0.00					0.00
ABSENT	02/13/2015	FRI	NP	6:00a	2:00p		0.00				0.00
<b>EMPLOYEE TOTALS</b>						17.55	0.00	0.00	0.00	0.00	17.55

41703g Perez, Francia

\*\*\* This employee has missing punches in the selected date range. \*\*\*

DATE	DAY	CTGY.	START	STOP	HOURS	REG	OT1	OT2	OT3	UNPAID	TOTAL
02/16/2015	MON	WORK	5:42a IE	2:39p OL	8.95	8.95					8.95
02/17/2015	TUE	WORK	5:43a IE	2:40p OL	8.95	8.95					8.95
02/18/2015	WED	WORK	5:50a IE	1:20p OE	7.50	7.50					7.50
ABSENT	02/19/2015	THU	NP	6:00a	2:00p		0.00				0.00
02/20/2015	FRI	WORK	5:43a IE	8:04a OE	2.35	2.35					2.35-illness flaring up
<b>EMPLOYEE TOTALS</b>						27.75	0.00	0.00	0.00	0.00	27.75

41703g Perez, Francia

\*\*\* This employee has missing punches in the selected date range. \*\*\*

DATE	DAY	CTGY.	START	STOP	HOURS	REG	OT1	OT2	OT3	UNPAID	TOTAL
ABSENT	02/23/2015	MON	NP	6:00a	2:00p		0.00				0.00
ABSENT	02/24/2015	TUE	NP	6:00a	2:00p		0.00				0.00
02/25/2015	WED	WORK	5:38a IE	2:20p OL	8.70	8.70					8.70
02/26/2015	THU	WORK	5:46a IE	2:25p OL	8.65	8.65					8.65
02/27/2015	FRI	WORK	5:55a IE	2:15p OL	8.35	8.35					8.35
<b>EMPLOYEE TOTALS</b>						25.70	0.00	0.00	0.00	0.00	25.70