

Kelsey Sikkink

From: Luz Pizano <luz@reichelfoods.com>
Sent: Thursday, July 21, 2016 4:06 PM
To: Kendra Lunt
Subject: Chrisitine

Kendra,

This morning while I was working with Jeany in the office, Christine said that she was running late on her trailer checks and if it was okay with me that she is more than an hour late on them, or if I can do them, or do her seal checks for her. I told that I was not doing her trailer checks and asked why she couldn't do them after she was done with her seal checks, she said because they are supposed to be done between 6-7am. It was shortly after 7am, I asked her to try and complete her seal checks and do her trailer checks immediately after and if it got to quarter to, I would help her. She was done with her seal checks a little after 730am, as she was going to do her trailer checks, Kanneka brought her 2 cups for PAA titration, she fumbled with her papers and asked me what she should do, the PAA titration or trailer checks - I told her to just go ahead and do her trailer checks and that I would do the titrations. I spoke to Christine later today around 2:40pm in regards to asking nicely when needing help, instead of demanding or ordering me or others around; I explained that I didn't appreciate the way she asked for help and that she would get a better response from me if she asked, if not, "nicely" at least in a respectful manner. She said she didn't realize she hadn't asked and apologized.

Luz Pizano

Quality Assurance Supervisor
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Kelsey Sikkink

From: Kendra Lunt <Kendra@reichelfoods.com>
Sent: Friday, July 22, 2016 2:14 PM
To: Kelsey Sikkink
Cc: Karin Grzanek; Lori Taylor; Lisa Campbell; Lucy Pollitt; Luz Pizano
Subject: RE: Christine Richardt
Attachments: Chrisitine

Follow Up Flag: Flag for follow up
Flag Status: Flagged

Monday will work. She is scheduled to leave at 12:30 PM on Monday. Laura is on vacation so Jeany will be covering the empty spot.

Attached is the situation with Luz from yesterday. This is originally why she came to speak to me today. Prior to Christine coming to my office this morning, 2 other QA technicians made complaints about how Christine spoke to them today.

This morning: Laura was finishing up her pre-op when Christine entered the QA office a few minutes late around 5:35 AM, a Slicing Room employee came in with 2 cups of solution to test from the flume. Christine and Laura looked at each other, Christine said, "well I guess I can do those for you." Laura said, "For me? I already did the first check for you..." Christine carried on to say that it was still "pre-op" because they hadn't started slicing. Laura said Christine is rude to her all the time. Luz asked Cindy about the situation because Laura said she was in the office at the time of the incident. Cindy's description of the incident matched what Laura said. Christine's description of the situation was almost the opposite; she feels that the other QAs are always saying they "did xxx for her," when she doesn't feel it's her responsibility.

The expectations are that Sovanny and Laura are doing pre-op, but as soon as Christine gets in, she is supposed to jump in and help where needed in order to get pre-op finished up so production can start.

Please let me know if you need anything else.

Thanks,

Kendra Lunt

Quality Assurance Manager
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From: Kelsey Sikkink [mailto:Kelsey@corpmgmtgroup.com]
Sent: Friday, July 22, 2016 11:58 AM
To: Kendra Lunt
Cc: Karin Grzanek; Lori Taylor; Lisa Campbell; Lucy Pollitt; Luz Pizano
Subject: RE: Christine Richardt

Thank you Kendra.

Can you please send me documentation for the final event?



Reichel Foods, Inc. Employee Performance Review

Name: Christine Richardt		Due Date: 7/29/2016	
Job Title: QA Tech		Employee Start Date: 8/23/12	
Department: QA		Supervisor/Manager: Luz Pizano/Kendra Lunt	
Review Period 8/23/15 to 8/23/16		Raise Recommended? Yes/No How much? <input checked="" type="radio"/> No	
	1 = F Poor	2 = D Fair	3 = C Satisfactory
			4 = B Good
			5 = A Excellent
Job Knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i> Christine is very knowledgeable in regards to her job duties and what is required of her in the QA position. She is great at recognizing concerns in regards to food safety. She goes above and beyond with looking at the "big picture" during her work. Keep up the great work!			<input checked="" type="checkbox"/>
Work Quality	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments</i> Christine has made several mistakes in the last few weeks, more recently on 7/2/16 she wrote down the wrong voice code on her Label printing sheet, 7/15/16 she kitted with the wrong year, 7/15/16 she kitted with the wrong month, and on the same day she placed the MV2-case label on the Rotary Label Printing sheet. Documentation errors were reviewed with Christine on 5/18/16 resulting in a written warning (writing over numbers). Christine is capable of managing time well and getting tasks completed on time however; sometimes there is more time spent discussing management of her time than time spent on getting the tasks completed.			<input type="checkbox"/>
Attendance/Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments</i> Christine has always been good about being at work everyday unless it is an emergency. Keep up the great work!			<input checked="" type="checkbox"/>
Safety	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments</i> No safety violations on file. Nice!			<input checked="" type="checkbox"/>
Communication/Listening Skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i> Christine is great at sharing any issues brought to her attention or concerns she recognizes. Christine continues to have difficulties getting along with others. Christine recently went through one-on-one coaching with CMG HR Client Service Manager and relationships with co-workers are still an issue. Christine periodically spends more time than necessary talking about issues she recognizes; this includes sharing unnecessary opinions about things she sees on the floor. She has been followed up with several times in regards to leaving emotions out of shift reports which makes co-workers uncomfortable; it's important she sticks to facts regarding incidents when reporting.			<input type="checkbox"/>
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments</i> Christine does have good initiative. She recognizes improvements that need to be made out on the floor and she does have good suggestions for improvements. However, as noted in the communication/listening skills, it's not always relayed in a manner conducive to a positive work environment.			<input type="checkbox"/>
Dependability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i> Christine's dependability has been good, she is always here on time, unless she has an emergency. Christine tends to not be cooperative when team members ask for help.			<input type="checkbox"/>
Overall Rating (average the rating numbers above)	3.6		
ADDITIONAL COMMENTS Christine has received an overwhelming amount of support to encourage cooperation and good communication for relationship building between her and her co-workers. At this time, her lack of improvement in these areas does not make her a good fit for the QA department. Effective 7/26/16, Christine will transfer to operations.			
GOALS (as agreed upon by employee and manager)			
By signing this form, you confirm that you have discussed this review in detail with your supervisor. Signing this form does not necessarily indicate that you agree with this evaluation.			
Employee Signature		Date	
Supervisor/Manager Signature <i>Kendra Lunt</i>		Date 7/25/2016	
Raise Amount:	Prev. Raise Amt:	Date:	Reason:
New Wage:	Prev. Raise Amt:	Date:	Reason:
Effective Date of New Wage:	Prev. Raise Amt:	Date:	Reason:
Accounting Signature			