

# EMPLOYEE WARNING NOTICE FORM

Employee Name: Fadumo Elmi

Date: 5/24/2021

Supervisor Name: Jonny Soth

Hire Date: 8/14/2019

- Verbal Warning                       Written Warning                       Final Warning  
 Coaching/Counseling Session                       Assignment End                       Termination

**1. Your behavior/actions have been found unsatisfactory for the following reasons:**

- Tardiness                       Insubordination  
 Damaged Equipment                       Failure to Follow Procedure  
 Absenteeism                       Failure to Meet Performance Standards  
 Policy Violation                       Poor Work Quality  
 Falsifying Company Documents                       Other

**2. Details of Unsatisfactory Behavior/Actions:**

Unexcused absence on 5/23/2021

**3. Prior Warnings:**

8/17/2020- NCNS  
10/19/2020 and 10/20/2020- Notification for attendance  
11/25/2020- Notification for attendance  
12/15/2020- Verbal for attendance  
1/5/2021- Verbal for attendance  
2/2/2021 to 2/5/2021- Verbal for attendance  
5/2/2021- Verbal for attendance  
5/15/2021- Written for attendance

**4. The following immediate corrective action must be taken by the employee.**

Go 2 months without calling in. Failure to do so could result in possible written warning / possible final warning.

Employee Signature:  Date: 6-2

Note: Your signature on this form means that we have discussed the situation(s).

Manager's Signature:  Date: 6-2-2021

LVM on 6/2/2021

# EMPLOYEE WARNING NOTICE FORM

Employee Name: Fadumo Elmi

Date: 5/17/2021

Supervisor Name: Jonny Soth

Hire Date: 8/14/2019

- Verbal Warning                       Written Warning                       Final Warning  
 Coaching/Counseling Session                       Assignment End                       Termination

**1. Your behavior/actions have been found unsatisfactory for the following reasons:**

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 Damaged Equipment                       Failure to Follow Procedure  
 Absenteeism                       Failure to Meet Performance Standards  
 Policy Violation                       Poor Work Quality  
 Falsifying Company Documents                       Other

**2. Details of Unsatisfactory Behavior/Actions:**

Unexcused absence on 5/15/2021

**3. Prior Warnings:**

8/17/2020- NCNS  
10/19/2020- Notification for attendance  
10/20/2020- Notification for attendance  
11/25/2020- Notification for attendance  
12/15/2020- Verbal for attendance  
1/5/2021- Verbal for attendance  
2/2/2021- Verbal for attendance  
2/4/2021 and 2/5/2021- Verbal for attendance  
5/2/2021- Verbal for attendance

**4. The following immediate corrective action must be taken by the employee.**

Go 2 months without calling in. Failure to do so could result in possible written warning / possible final warning.

Employee Signature: Fadumo Elmi Date: \_\_\_\_\_

Note: Your signature on this form means that we have discussed the situation(s).

Manager's Signature: [Signature] Date: 5/17/2021



# Reichel Foods, Inc. Employee Warning Notice

### Employee Information

Date: 5/13/2021  
 Employee Name: Faduma Elmi  
 Job Title: Apple Filler  
 Manager/Supervisor: Darrius Louwell

### 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)  
 Today, Faduma Elmi continued taking unscheduled breaks around the same time that the line goes to break and pray. From 6:00pm to 6:40pm(40mins) on a 25min break which is an excess to the schedule time limit. At 8:00pm to 8:28pm on a unscheduled break. This behavior has been going on for a while now and has not been corrected.

Plan for Improvement:  
 Faduma, will monitor her breaks and bathroom breaks responsibly and be more courteous of her co-workers.

Consequences of Further Infractions:  
 Failure to improve on the unschedule breaks, will result in a final warning, and may have position be terminated.

### 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.

*[Signature]* \_\_\_\_\_ Date 5-14-21  
 Employee Signature  
*[Signature]* \_\_\_\_\_ Date 5-14-21  
 Manager/Supervisor

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