

EMPLOYEE WARNING NOTICE FORM

Employee Name: Thomas Watkins

Date: 7/17/2020

Supervisor Name: Benn Grenz

Hire Date: 9/30/2019

- 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 7/16/2020

3. Prior Warnings:

11/1/2019 – Verbal for attendance
11/12/2019 – Written for attendance
3/9/2020 – Notification for attendance
4/29/2020 – Notification for attendance
6/4/2020 – Notification for attendance
6/18/2020 – Notification for attendance
7/7/2020 – Verbal for attendance

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

Failure to do so will result in further disciplinary action up to and including termination.

Go 2 months without calling in. Failure to do so could result in possible written warning or possible final warning.
2 months from offence is 9/16/2020.

Employee Signature: _____ Date: _____

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

Manager's Signature: _____ Date: _____

Mailed 7/20/2020



W

Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 3/25/2021
Employee Name: Thomas Watkins
Job Title: Warehouse
Manager/Supervisor: Benn Grenz

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

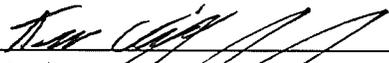
Description of Incident (Describe incident and list the date, time, and any witnesses present)
Thomas has made several building errors this month causing the warehouse unnecessary downtime, this has also had a negative impact on warehouse productivity and efficiency. All errors have been documented on the error log. See attached error log for details.

Plan for Improvement:
Thomas will get back to the basics of double checking his work when he is finished building a pallet. By double checking we mean that he will make sure it has the correct product, correct quantities and the correct cross docks before taking his completed pallet to the wrapper.

Consequences of Further Infractions:
If building errors continue further corrective action will be taken.

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.

 _____ Date: 3/26/21

Employee Signature _____ Date

 _____ Date: 3-26-21

Manager/Supervisor _____ Date

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



W

Reichel Foods, Inc. Employee Warning Notice

Employee Information

Date: 3/5/2021
Employee Name: Thomas Watkins
Job Title: Tri-State Warehouse
Manager/Supervisor: Benn Grenz

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 (03/05) Nicole let us know of an LTL error from last week (02/25) where two pallets got the cross docks switched resulting in customers rejecting pallets because they received the wrong product. Thomas should've caught this error while he was picking. A similar error occurred on 03/04, Thomas built a pallet incorrectly and then picked that incorrect pallet. The pallet was supposed to be 30 cases of Gala 5pk, 30 Apple/PB & 30 Carrot/Ranch. Thomas built this pallet as 90 Gala 5pk. Luckily this error was caught before it shipped but Thomas should've caught this building error while he was picking.

Plan for Improvement:

Thomas will be retrained on the picking process and will take his time to make sure he is verifying that every pallet is correct when he is picking. If he is ever unsure or has question he needs to have a second person verify.

Consequences of Further Infractions:

Further corrective action will be taken if picking errors continue.

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.

Thomas Watkins
Employee Signature 03/05/21
Date

Benn Grenz
Manager/Supervisor 3-5-21
Date

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

