



# Reichel Foods, Inc.

## Employee Warning Notice

Date: 6/24/2011  
Employee Name: Ivan Struthers  
Job Title: Sanitation  
Manager/Supervisor: Brittany Tapp

Verbal Warning   
Written Warning   
Final Warning

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

Description of Incident (Describe incident and list the date, time, and any witnesses present)

On 6-24-11 at 4:30am Ivan was cleaning the Orics 8 with the head still in the machine. He had had training previous to the incident. Darryl C. witnessed this and informed me.

Plan for Improvement:

*Being more aware of what can happen. Paying closer attention to trainings. Ask more questions*

Consequences of Further Infractions:

*Termination*

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

*Brittany Tapp*

*6-24-11*

Manager/Supervisor

Date

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

Date



Reichel Foods, Inc. Employee Performance Review

EMPLOYEE INFORMATION	
Name: Ivan Struthers	Due Date 8/26/2011
Job Title: Sanitation	Date 8/12/2011
Department: Sanitation	Supervisor/Manager: John Knippen
Review Period	5/26/2011 to 8/26/2011

	1=Poor	2=Fair	3=Satisfactory	4=Good	5=Excellent
<b>Job Knowledge</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments	<i>Still learning but not afraid to get going and asks questions as needed</i>				
<b>Work Quality</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comments	<i>He does his work correctly the first time.</i>				
<b>Attendance/Punctuality</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comments	<i>Ivan is here on time and on day scheduled. First to work overtime</i>				
<b>Safety</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comments	<i>Will let me know if a work order is needed.</i>				
<b>Communication/Listening Skills</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comments	<i>listens to what needs to be completed. Contacts me with all questions</i>				
<b>Initiative</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comments	<i>Gets right with the program when he gets in and looks for additional work to do.</i>				
<b>Dependability</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comments	<i>His work is consistent. Attendance is consistent.</i>				
<b>Overall Rating (average the rating numbers above)</b>	<i>Good 3.25</i>				

**EVALUATION**

ADDITIONAL COMMENTS  
*Ivan has a good attitude about work. He does his job well.*

GOALS (as agreed upon by employee and manager)  
*Learn more about operating the machine.*

**VERIFICATION OF REVIEW**

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 <i>Ivan Struthers</i>	Date <i>8-19-2011</i>
Supervisor/Manager Signature <i>John Knippen</i>	Date <i>8-19-2011</i>

# Payroll/Status Change Notice Employment Agency

CMG

Effective Date 3/11/2012

Employee Struthers Ivan  
Last First Middle

Department Sanitation

### Change(s)

	From	To (or New Hire)
<input checked="" type="checkbox"/> Salary/ Wage	<u>Includes Shift Pkt.</u> \$ <u>11.50</u> Per <u>Hr</u>	<u>Includes Shift Pkt.</u> \$ <u>12.00</u> Per <u>Hr</u>
<input type="checkbox"/> Other	\$ _____ Per _____	\$ <u>12.00</u> Per _____

### Reason For Change(s)

- Demotion
- Dept. Transfer
- New Hire
- Layoff
- Other Sanitation Dept. Pay Re-evaluation
- Merit Increase
- Probation Complete
- Promotion
- Reevaluation
- Rehired
- Resignation
- Retirement
- Transfer

### Leave of Absence

- Educational
- Military
- Other
- Medical
- Family Leave
- Personal

Comments: \_\_\_\_\_

### Office Use Only:

Last 3 Pay Increase (Date and From/To Amount):  
 Date: \_\_\_\_\_ From: \$ \_\_\_\_\_ To: \$ \_\_\_\_\_ Reason: \_\_\_\_\_  
 Date: \_\_\_\_\_ From: \$ \_\_\_\_\_ To: \$ \_\_\_\_\_ Reason: \_\_\_\_\_  
 Date: \_\_\_\_\_ From: \$ \_\_\_\_\_ To: \$ \_\_\_\_\_ Reason: \_\_\_\_\_

Change Authorized By: John Kuppian Date: 3/19/2012  
 Change Approved By RF: M Schumann Date: 3/12/12  
 Change Approved By Agency: Emily Thores Date: 3/12/12

Tom West 3/12/12

11 3/9/12

OK



Reichel Foods, Inc. Employee Performance Review

EMPLOYEE INFORMATION					
Name: Ivan Struthers			Due Date: 5/26/2012		
Job Title: SAN			Employee Start Date 5/26/2011		
Department: SAN			Supervisor/Manager John Knippen		
Review Period 5/26/2011 to 5/26/2012			Raise Recommended? <input checked="" type="radio"/> N How much? 1.00		
RATINGS					
	1=Poor	2=Fair	3=Satisfactory	4=Good	5=Excellent
Job Knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments	Ivan knows all the existing jobs on the lines				
Work Quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments	He is my extra set of eyes when reviewing previous line cleans				
Attendance/Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments	He doesn't miss work. Showed up every day even with broken ribs				
Safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comments	Always uses his PPE				
Communication/Listening Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comments	Speaks very softly but always gets his point across				
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments	Ivan always keeps busy. No slack time in his schedule				
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments	I can always count on Ivan to do a top notch job				
Overall Rating (average the rating numbers above) 4.71					
EVALUATION					
ADDITIONAL COMMENTS Ivan is a top notch employee I can count on for very consistent results, day in and out.					
GOALS (as agreed upon by employee and manager) Back up to Darryl when he is on vacation. Learn <sup>slice</sup> tumbler cleaning procedure.					
VERIFICATION OF REVIEW					
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 <i>Ivan Struthers</i>			Date 5-4-2012		
Supervisor/Manager Signature <i>John Knippen</i>			Date 5-4-2012		

*John Knippen*

# Payroll/Status Change Notice

Employment Agency

CMG

Effective Date 5/27/2012

Employee Struthers Ivan  
Last First Middle

Department Sanitation

### Change(s)

	From	To (or New Hire)
<input checked="" type="checkbox"/> Salary/ Wage	\$ <u>12.00</u> Per <u>hr.</u>	\$ <u>13.00</u> Per <u>hr.</u>
<input type="checkbox"/> Other	\$ _____ Per _____	\$ _____ Per _____

### Reason For Change(s)

Base Pay

- |   |  |                                      |
|---|--|--------------------------------------|
| <input type="checkbox"/> Demotion       | <input checked="" type="checkbox"/> Merit Increase | <input type="checkbox"/> Rehired     |
| <input type="checkbox"/> Dept. Transfer | <input type="checkbox"/> Probation Complete        | <input type="checkbox"/> Resignation |
| <input type="checkbox"/> New Hire       | <input type="checkbox"/> Promotion                 | <input type="checkbox"/> Retirement  |
| <input type="checkbox"/> Layoff         | <input type="checkbox"/> Reevaluation              | <input type="checkbox"/> Transfer    |
| <input type="checkbox"/> Other          |  |                                      |

### Leave of Absence

- |                                      |                                       |                                   |
|--------------------------------------|---------------------------------------|-----------------------------------|
| <input type="checkbox"/> Educational | <input type="checkbox"/> Medical      | <input type="checkbox"/> Personal |
| <input type="checkbox"/> Military    | <input type="checkbox"/> Family Leave |                                   |
| <input type="checkbox"/> Other       |                                       |                                   |

Comments: \_\_\_\_\_

**Office Use Only:** started 5/26/11

Last 3 Pay Increase (Date, From/To Amount, & Reason):

Date: 3/12/12 From: \$ 11.50 To: \$ 12.00 Reason: \_\_\_\_\_

Date: 6/29/11 From: \$ 10.00 To: \$ 10.50 Reason: \_\_\_\_\_

Date: \_\_\_\_\_ From: \$ \_\_\_\_\_ To: \$ \_\_\_\_\_ Reason: \_\_\_\_\_

Change Authorized By: [Signature] Date: 5.7.12

Change Approved By RF: [Signature] Date: 5.11.12

Change Approved By Agency: [Signature] Date: 5.15.12

[Signature]

OK 5/14/12