

# CORPORATE MANAGEMENT GROUP



## Employment Application

Office Hours: 9am-4pm Mon-Thur, 9am-3pm Fri  
 Office Number: 507-923-4955  
 Office Address: 3707 Commercial Dr. SW Rochester, MN 55902

930 Thurs.

### Applicant Information

*(APPLICANTS MAY BE TESTED FOR ILLEGAL DRUGS AND A BACKGROUND CHECK WILL BE COMPLETED)*

Please fully complete pages 1-3

Full Name: (Last Name, First Name) channap Reth Date: 7-18-18  
 Address: (Street Address) 627 Rocky Creek Dr. NE (Apt./Unit #) 21  
 (City) Rochester (State) M.N (ZIP Code) 55906  
 Phone: (507) 280-0290 Email: \_\_\_\_\_  
 Social Security No. 630 35 59 00 Date Available: 7.16.18  
 Position Applied for: cleaner Desired Salary: \$ 15  
 Shift Available to work: 1<sup>st</sup> 2<sup>nd</sup>  3<sup>rd</sup> Employment desired:  Full-Time  Part-Time  
 Are you authorized to work in the U.S.?  Yes  No  
 How did you hear about us? Family Referral Name: Poun Yan  
 If under 18, please list age: 23 year  
 Do you have responsibilities or commitments that will prevent you from meeting specified work schedules?  No  Yes

Education				
Type of School	Name of School	Location (Complete Mailing Address)	Number of Years Completed	Major & Degree
High School				
College				
Bus. Or Trade School				
Professional School				

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**Previous Employment**

Company: Reichel food Phone: \_\_\_\_\_

Address: 3707 Commercial Drive SW Supervisor: Esabel

Job Title: Machine Operator Starting Salary: \$ 19 Ending Salary: \$ 14

Responsibilities: Machine

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for reference?  Yes  No

**Previous Employment**

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for reference?  Yes  No

**Previous Employment**

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for reference?  Yes  No

**Previous Employment**

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for reference?  Yes  No

I certify that my answers are true and complete to the best of my knowledge.  
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## Employment Application

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Office Address: 3707 Commercial Dr. SW Rochester, MN 55902

### Previous Employment

Company: Reichel food Phone: \_\_\_\_\_

Address: 3707 Commercial Drive SW Supervisor: Esabel

Job Title: Machine Operator Starting Salary: \$ 12 Ending Salary: \$ 14

Responsibilities: Machine

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for reference?  Yes  No

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for reference?  Yes  No

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for reference?  Yes  No

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for reference?  Yes  No

I certify that my answers are true and complete to the best of my knowledge.

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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### PLEASE READ CAREFULLY APPLICATION FORM WAIVER

In exchange for the consideration of my job application by Corporate Management Group, Inc.,

I agree that:

Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements and the like as they may exist from time to time, or other company practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee of Corporate Management Group, Inc. (CMG), or otherwise to change in any respect the employment-at-will relationship between it and the undersigned, and that relationship cannot be altered except by a written instrument signed by an officer of CMG. Both the undersigned and CMG may end the employment relationship at any time, without specified notice or reason. If employed, I understand that CMG may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction in benefits.

I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts will result in my disqualification from consideration for employment or, if discovered after I begin employment, will result in my termination. I hereby give CMG permission to contact schools, all previous employers (unless otherwise indicated), references and others and hereby release CMG from any liability as a result of such contact.

I understand that a comprehensive background check may be conducted to determine my eligibility for hire by CMG. This may include but is not limited to, investigations of criminal and/or conviction records, driving records and/or a drug screen test as required by clients, government regulations or by CMG policies.

I release CMG and other persons or entities from any claims that might be based on CMG's decision to conduct a background check.

I understand that, in connection with the routine processing of your employment application, CMG may request from a consumer reporting agency an investigative consumer report including information as to my credit records, character, general reputation, personal characteristics and mode of living. Upon written request from me, CMG will provide me with additional information concerning the nature and scope of any such report requested by it, as required by the Fair Credit Reporting Act.

I further understand that my employment with CMG shall be probationary for a period of ninety (90) days and further that at any time during the probationary period or thereafter, my employment relationship with CMG is terminable at will for any reason by either party.

Signature of applicant Chamnap Reth Date: 7-16-18









**Case Verification Number: 201820014534**

Report prepared: 07/19/2018



**Company Information**

Company ID: 1284996

Company Name:  
Management Group

Client Company ID: 1284996

Client Company Name: ESSG - Corporate  
Management Group

**Employee Information**

Name: Chamnap Reth

Date of Birth: 05/03/1995

U.S. Social Security Number: \*\*\*-\*\*-5900

Employee's First Day of Employment:  
07/19/2018

Citizenship Status: Lawful Permanent Resident Alien/USCIS Number: A061708955

**Document Information**

List A Document: Permanent Resident Card or Alien Registration Receipt Card (Form I-551)

Document Number: SRC1204051749

**Case Information**

Current Case Result: Closed

Case Submitted By: Sierra Peterson

Case Status: Employment Authorized

Reason for Closure: Employment Authorized  
Auto Close





# Preliminary Questions

For CMG use only

Name: Chamnap Reth

Date: 7/19/18

- 1. If hired are you willing to take a drug test? Y
- 2. Do you have any known food allergies to soy, wheat, peanuts, or milk? N
- 3. Are you able to work with pork? Y
- 4. Which plant do you prefer? SOUTH
- 5. What shift to you prefer? 1st

*WANT SANITATION*

**\*To be completed during or after interview\***

Date of interview 7/19/18

X Have you ever been convicted of a crime? Yes      No ✓

Explain

Incident \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

X Employee Signature Chamnap Reth

Interviewer Signature [Signature]

Name: Chamnap Beth

## Achoo!

By Cynthia Sherwood

Achoo! We all sneeze sometimes. Sneezing is a reflex that your body does automatically. That means you cannot make yourself sneeze or stop one once it has started. When you sneeze, your body is trying to get rid of bad things in your nose, such as bacteria. You have extra germs when you have a cold, so you sneeze a lot more. You might also sneeze when you smell pepper!

Inside your nose, there are hundreds of tiny hairs. These hairs filter the air you breathe. Sometimes dust and pollen find their way through these hairs and bother your nasal passages. The nerves in the lining of your nose tell your brain that something is invading your body.

Your brain, lungs, nose, mouth and the muscles of your upper body work together to blow away the invaders with a sneeze. When your sneeze, germs from your nose get blown into the air. Using a tissue or "sneezing into your sleeve" captures most of these germs. It is very important to wash your hands after your sneeze into them, especially during cold and flu season.

Do you ever sneeze when you walk into bright sunlight? Some people say that happens to them often. Scientists believe the UV rays of the sun irritate the nose lining of these people so they sneeze.

If someone nearby sneezes, remember to tell them "Gesundheit!" that is a funny-looking word which is pronounced "gezz-ooont-hite." It is the German word that wishes someone good health after sneezing.

1. Why do people sneeze?
  - a. The tiny hairs in your nose tickle
  - b. Your body is trying to get rid of bad things
  - c. You can make yourself sneeze when you want to
  
2. What are the 3 parts of your body that work together with your upper body to sneeze?
  - a. Hand, Elbow, Shoulder
  - b. Ankle, Knee, Hip
  - c. Brain, Lungs, Mouth
  
3. What other things can make you sneeze?
  - a. Pepper, Sun, Dust, and Pollen
  - b. Water, Pop, Flowers, Trees
  - c. Salt, Seasonings, Meat, Fruit
  
4. What is a German word that people often say to someone that sneezes?
  - a. Good Job
  - b. Gesundheit
  - c. Hang in there
  
5. What should you do after your sneeze into your hands especially during cold and flu season? (This should also be done in the production area!)
  - a. Wipe them with a tissue
  - b. Nothing
  - c. Wash your hands



## New Employee Acknowledgement Form

Welcome to CMG and Reichel Foods!

As a new employee, you will be provided with the website, username and password to view the new hire forms that you signed during your CMG interview. Please sign and date the bottom of the sheet stating that you received your login information.

**CMG/ ESSG / Reichel Foods Handbook**

**Healthcare Notice of Exchange and Website for Enrollment**

**Safety Policy**

**Drug and Alcohol Testing Policy**

**Website:** <https://nho.esgazure.com/login/cmg>

**Login Name:** 507-2800280

**Login Password:** Cr@5900

I hereby acknowledge that I have been provided with the login information to view the items listed above. I understand that it is my responsibility to read and follow each document provided to me and that if I have any questions concerning the times or its content, that it is my responsibility to address my questions with my supervisor or CMG representative, and hereby waive any claim, now or in the future, that I did not receive, did not read or did not comprehend the items or their contents.

x **Signature:** Channap Reth **Date:** 7/19/18

# AUTHORIZATION TO RELEASE INDUSTRIAL HEARING TEST RESULTS

I understand that a successful hearing test is a condition of my employment by Employer Solution Staffing Group, LLC. to work at the facility of Reichel Foods, Inc., and further, that Employer Solutions Staffing Group may, at its discretion, share the results of any such hearing test with Reichel Foods Inc.

I also understand that Employer Solutions Staffing Group may, at its discretion, conduct periodic hearing tests on me during the course of my employment with Employer Solutions Staffing Group and I consent to such tests.

First Name: Chamnap

Middle Name: —

Last Name: Reth

Social Security Number: 630-35-5900

Date of Birth: 5/3/1995

Gender (Circle one):  Male  Female

X My Signature: Chamnap Reth

Today's Date: 7/19/18

## Employee Photo Release Form

I, Chamnap Reth, agree to let Reichel Foods use my picture for internal security purposes. I also agree to submit a written request to Reichel Foods if/when I wish my photo be removed from the company database.

X Employee Signature Name: Chamnap Reth

Date: 7/19/18



## AUTHORIZATION FOR PAYROLL DEDUCTION

Reichel Foods, Inc. has issued tools to the Sanitation Team that are needed to perform tasks associated with operating, assembling or disassembling a piece of equipment. I may be using these tools in assigned tasks.

I, Chamnap Reth (employee's name), hereby authorize my employer to deduct the dollar amounts listed below associated with any lost or broken (due to negligence) tool or equipment.

At no time will I replace my lost or broken tool/equipment on my own. I will notify my supervisor of my lost or broken tool/equipment so the company can issue me a replacement. An Authorization for Payroll Deduction form must be completed to receive replacement tools/equipment.

I reserve the right to revoke this payroll deduction authorization at any time. I agree to return all tools or equipment when I terminate this authorization or my employment.

If I fail to return all of the tools and/or equipment issued to me, I authorize my employer to deduct from my final paycheck the replacement cost for such tools and/or equipment as outlined in the schedule below. \* Prices are updated annually on this form. The price reflected here may go up or down during that time and this price only reflects the price at the time this form is revised. Current store price at the time of ordering is what will be the final cost deducted from paycheck.

Employee Signature

Date

*Chamnap Reth*

8/31/20

Employee Printed Name

Chamnap Reth

\*Revised tool/pricing as of 6.29.20

Vendor	Item #	Tools and Equipment List	Price
MMCARR	56405A53	Stainless Steel Ultra Grip Phillips Screwdriver	\$13.48
MMCARR	56405A63	Stainless Steel Ultra Grip Flat Head Screwdriver	\$10.92
NJAMESON	6577315	Infrared Thermometer-QT418LD	\$140.68
MMCARR	5719A1	Snap-Ring Pliers	\$16.15
MENARD	2436496	6" Adjustable Wrench	\$7.99
MENARD	2437833	12" Adjustable Wrench	\$9.99
MENARD	2433853	15" Adjustable Wrench	\$17.99
MMCARR	91827A600	5/8" Stainless Steel Combination Wrench	\$54.74
MMCARR	91827A300	7/16" Stainless Steel Combination Wrench	\$28.98
MMCARR	91827A400	1/2" STAINLESS STEEL COMBINATION WRENCH	\$29.88
MMCARR	91827A500	9/16" Stainless Steel Combination Wrench	\$32.58
MMCARR	5637A3	6 1/2" Flat Jaw Tongue and Groove Pliers	\$12.99
MMCARR	5637A1	9 1/2" Flat Jaw Tongue and Groove Pliers	\$18.21
MMCARR	5160A9	3/4" Ratcheting Combination Wrench	\$48.18
MMCARR	5544A131	11/32", 6pt, 3/8" Sq. Drive Socket	\$7.27
MMCARR	5544A43	7/16", 6pt, 3/8" Sq. Drive Socket	\$8.38
MMCARR	5544A45	9/16", 6pt, 3/8" Sq. Drive Socket	\$8.53
MMCARR	5544A44	1/2", 6pt, 3/8" Sq. Drive Socket	\$8.38
MMCARR	5849A35	10MM", 6pt, 3/8" Sq. Drive Socket	\$8.23
MMCARR	5172A51	7" Vise Grip	\$14.94
MMCARR	5878A11	Rubber Mallet	\$18.49
MMCARR	5160A26	14MM Ratcheting Combination Wrench	\$37.68
MMCARR	60025A65	12" Screwdriver Pry bar	\$14.44
MMCARR	8555A211	Adjustable Click Style Torque Wrench 30-150 in-lbs.	\$154.66
MMCARR	3691A55	Small Tube Cutters 1"	\$38.76
PVCFITTINGS	NA	Ratcheting PVC Pipe Cutters- 2"	\$35.00
NJAMESON	6904041	3"W Stainless Steel Scrapers	\$6.86
NJAMESON	6904032	1 1/2"W Stainless Steel Scrapers	\$6.33
MMCARR	8358A23	1/4" Nutdriver	\$7.04
MMCARR	7299A23	8MM Nutdriver	\$9.24
MMCARR	8358A31	9/16" Nutdriver - Screwdriver Grip	\$13.64
MMCARR	8358A28	7/16" Nutdriver - Screwdriver Grip	\$13.30
MMCARR	83375A24	5/32" Stainless Steel T-Handle Hex Key	\$26.17



MMCARR	83375A25	3/16" Stainless Steel T-Handle Hex Key	\$29.33
HOMDEP	20767	PolySteel FLASHLIGHT	\$23.18
MMCARR	5157A43	SS Needle Nose Pliers	\$25.78
MMCARR	7007K92	Wire Crimper/Stripper	\$15.41
MMCARR	5020A36	Stainless Steel 9/64" Hex Key	\$4.38
MMCARR	50485K221	Small Stainless Steel End Cap	\$7.56
MMCARR	5070K31	Small Plastic End Cap	\$25.87
MMCARR	7158A26	13 Pc. Standard L-Key Set	\$7.96
HOMEDPEOT	2606-20	Milwaukee M18 1/2" Brushless Drill Driver	\$99.00
HOMEDPEOT	1000318554	Milwaukee M18 Lithium 2.0 Battery	\$9.00
HOMEDPOT	1001222707	Milwaukee M18 18-Volt Lithium Ion 5.0Ah Battery	\$99.00
HOMEDPEOT	1000308499	M18 Milwaukee Battery Charger	\$59.00
HOME DEPOT	1003168718	Milwaukee M18 FUEL HEX Impact Driver 1/4"	\$139.00
MMCARR	70175T91	SS / Plastic Inspection Mirror 2"x3", Telescoping Handle , 9-30" L	\$14.72
BAYTECH	5201	HDPE Bung Wrench	\$9.95
MMCARR	91827A100	5/16" Stainless Steel Combination Wrench	\$23.72
MMCARR	91827A200	3/8" Stainless Steel Combination Wrench	\$27.18
MENARD	2440351	5-Piece Pin Punch Set	\$12.99
MENARD	2440304	3/16" Long Pin Punch	\$4.89
MENARD	2440306	1/4" Long Pin Punch	\$4.89
MENARD	2440302	1/8" Long Pin Punch	\$4.49
MENARD	2440303	5/32" Long Pin Punch	\$4.79
MENARD	2440301	3/32" Long Pin Punch	\$4.99





# Reichel Foods, Inc. Employee Warning Notice

### Employee Information

Date: 10-3-18  
Employee Name: Charnal Beth  
Job Title: Sanitation  
Manager/Supervisor: Darrell Ray Cooper Sr

### 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)

Charnal was seen dropping his mother off at the front entryway on 10-2-18  
This is the 2nd time Charnal was told not to drop his mom  
off at the front entryway. Charnal know the company policy on  
where to drop off his mom.

Plan for Improvement:

Follow Company Policy

Consequences of Further Infractions:

Suspension up to Final Warning

### 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.

Charnal Beth  
Employee Signature

10/03/18  
Date

Darrell Ray Cooper Sr  
Manager/Supervisor

10/03/18  
Date

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

Date





## Disciplinary Report Form

<b>Employee name:</b> Chamnap Reth	<b>Hire Date:</b> 7/23/2018	<b>Job title:</b> Sanitation
<b>Department:</b> Sanitation	<b>Shift:</b> 3 <sup>rd</sup>	<b>Supervisor:</b> Jamie Sorenson

**Offense track:**      Performance issue                      Work rule violation, **Work rule violated, if any:**

**Type of offense:**  Absenteeism  Tardiness  Misuse of property/equipment  Using property/equipment for personal use  Leaking confidential information  Theft or fraud  Lying or cheating  Falsifying company documents  Unsafe behavior  Eating in undesignated areas  Smoking in undesignated areas  Posting items without permission  Spreading gossip  Using vulgar language  Horseplay  Indecent behavior  Bringing weapon onsite  Bringing illegal drugs/alcohol onsite  Failing to follow instructions  Poor work quality  Poor work quantity  Refusing to work  Sleeping on the job  Poor hygiene  Poor housekeeping  Disregarding dress code  Other  Disruption in the work place  Threatening or creating conflict w/ coworkers

### Absenteeism

**Incident description:** (Describe actions, behavior, or incident; date(s); time(s); place(s); witness(es) and his/her observations; impact(s) of actions, behavior, or incident; employee's responses immediately after the incident and other significant conversations; employee's previous related training or counseling; and other relevant facts.)

### Unexcused Absence on 9/24/2018

<b>Completed by:</b> Sierra Peterson	<b>Date:</b> 9/25/2018
---	---------------------------

**(Shaded area to be completed by Human Resources only.)**

<p><b>Progressive step:</b> <input type="checkbox"/> Oral warning* <input type="checkbox"/> Suspension (unpaid) <input checked="" type="checkbox"/> Written reprimand <input type="checkbox"/> Release <input type="checkbox"/> Suspension (paid) *File apart from personnel files and copies thereof</p> <h3 style="text-align: center;">FINAL Warning for the Attendance Policy</h3>	<p><b>Previous warnings:</b> Type: Offense: Date: Type: Offense: Date: Type: Offense: Date:</p> <p>8/24/2018- Written Warning for the Attendance Policy 9/17/2018- Written Warning for the Attendance Policy</p>
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**Consequence if incident occurs again:**  
**Possible Final Warning / Possible Assignment End**

Human Resources Signature(s): <i>Kelsey Sikkink</i>	Date: 9/25/2018
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**Employee statement:**  I agree with the incident description above.  I disagree with the incident description above. **Date report presented to employee:**

**Employee comments:** (Attach sheets if necessary.)

Go 2 months without calling in  
\*\*Please sign and return to CMG\*\*

**Employee acknowledgement:** My signature acknowledges that I have received this report and that it has been discussed with me. I understand that my signature is not an admission of the incident or offense. I understand that I may appeal this report by filing a Discipline Complaint Form.

Employee signature: <i>Chamnap Reth</i>	Date: 9/24/18
Witness signature (if any):	Date:
Signature of person presenting report: <i>Jamie Sorenson</i>	Date: 9/24/18





# Disciplinary Report Form

<b>Employee name:</b> Chamnap Reth	<b>Hire Date:</b> 7/23/2018	<b>Job title:</b> Sanitation
<b>Department:</b> Sanitation	<b>Shift:</b> 3 <sup>rd</sup>	<b>Supervisor:</b> Jamie Sorenson

**Offense track:**     \_ Performance issue                    \_ Work rule violation, **Work rule violated, if any:**

**Type of offense:** \_ Absenteeism   \_ Tardiness   \_ Misuse of property/equipment   \_ Using property/equipment for personal use   \_ Leaking confidential information   \_ Theft or fraud   \_ Lying or cheating   \_ Falsifying company documents   \_ Unsafe behavior   \_ Eating in undesignated areas   \_ Smoking in undesignated areas   \_ Posting items without permission   \_ Spreading gossip   \_ Using vulgar language   \_ Horseplay   \_ Indecent behavior   \_ Bringing weapon onsite   \_ Bringing illegal drugs/alcohol onsite   \_ Failing to follow instructions   \_ Poor work quality   \_ Poor work quantity   \_ Refusing to work   \_ Sleeping on the job   \_ Poor hygiene   \_ Poor housekeeping   \_ Disregarding dress code   \_ Other\_\_ Disruption in the work place   \_ Threatening or creating conflict w/ coworkers

## Absenteeism

**Incident description:** (Describe actions, behavior, or incident; date(s); time(s); place(s); witness(es) and his/her observations; impact(s) of actions, behavior, or incident; employee's responses immediately after the incident and other significant conversations; employee's previous related training or counseling; and other relevant facts.)

## Unexcused Absence on 9/17/2018

<b>Completed by:</b> Sierra Peterson	<b>Date:</b> 9/18/2018
---	---------------------------

**(Shaded area to be completed by Human Resources only.)**

**Progressive step:** \_ Oral warning\*   \_ Suspension (unpaid)   \_ Written reprimand   \_ Release   \_ Suspension (paid) \*File apart from personnel files and copies thereof

**Previous warnings:** Type:   Offense:   Date:   Type:   Offense:   Date:   Type:   Offense:   Date:  
8/24/2018- Written warning for the attendance policy

## Written Warning for the Attendance Policy

**Consequence if incident occurs again:**  
**Possible written warning / Possible final warning**

<b>Human Resources Signature(s):</b> <i>Kelsey Sikkink</i>	<b>Date:</b> 9/18/2018
--	------------------------

**Employee statement:**   \_ I agree with the incident description above.   \_ I disagree with the incident description above. **Date report presented to employee:**

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Go 2 months without calling in  
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<b>Employee signature:</b> <i>Chamnap Reth</i>	<b>Date:</b> 9/19/18
<b>Witness signature (if any):</b> <i>Jamie Sorenson</i>	<b>Date:</b> 9/19/18
<b>Signature of person presenting report:</b> <i>Jamie Sorenson</i>	<b>Date:</b> 9/19/18





### AUTHORIZATION FOR PAYROLL DEDUCTION

Reichel Foods, Inc. has issued me a tool box and tools needed to perform tasks associated with operating a piece of equipment. I, Champap Beth (employee's name), hereby authorize my employer to deduct the dollar amounts listed below associated with any lost or broken (due to negligence) tool or equipment.

At no time will I replace my lost or broken tool/equipment on my own. I will notify my supervisor of my lost or broken tool/equipment so the company can issue me a replacement. An Authorization for Payroll Deduction form must be completed to receive replacement tools/equipment.

I reserve the right to revoke this payroll deduction authorization at any time. I agree to return all tools or equipment when I terminate this authorization or my employment.

If I fail to return all of the tools and/or equipment issued to me, I authorize my employer to deduct from my final paycheck the replacement cost for such tools and/or equipment as outlined in the schedule below. \* Prices are updated annually on this form. The price reflected here may go up or down during that time and this price only reflects the price at the time this form is revised. Current store price at the time of ordering is what will be the final cost deducted from paycheck.

Employee Signature

Date

7/23/2018

Employee Printed Name

Champap Beth

\*Revised tool/pricing as of 12.20.17

Vendor	Item #	Tools and Equipment List	Price
MMCARR	56405A53	Stainless Steel Ultra Grip Phillips Screwdriver	\$13.48
MMCARR	56405A63	Stainless Steel Ultra Grip Flat Head Screwdriver	\$10.92
NJAMESON	6577320	Infrared Thermometer-QTFI40L	\$108.93
MMCARR	5719A1	Snap-Ring Pliers	\$16.15
MENARD	2436496	6" Adjustable Wrench	\$8.56
MENARD	2437833	12" Adjustable Wrench	\$9.99
MENARD	2433853	15" Adjustable Wrench	\$17.99
MMCARR	91827A600	5/8" Stainless Steel Combination Wrench	\$52.00
MMCARR	91827A300	7/16" Stainless Steel Combination Wrench	\$27.31
MMCARR	91827A400	1/2" STAINLESS STEEL COMBINATION WRENCH	\$40.74
MMCARR	91827A500	9/16" Stainless Steel Combination Wrench	\$30.71
MMCARR	5637A3	6 1/2" Flat Jaw Tongue and Groove Pliers	\$12.50
MMCARR	5637A1	9 1/2" Flat Jaw Tongue and Groove Pliers	\$17.50
MMCARR	5160A9	3/4" Ratcheting Combination Wrench	\$24.22
MMCARR	5544A131	11/32", 6pt, 3/8" Sq. Drive Socket	\$7.45
MMCARR	5544A43	7/16", 6pt, 3/8" Sq. Drive Socket	\$7.37
MMCARR	5544A45	9/16", 6pt, 3/8" Sq. Drive Socket	\$7.49
MMCARR	5544A44	1/2", 6pt, 3/8" Sq. Drive Socket	\$7.37
MMCARR	5849A35	10MM", 6pt, 3/8" Sq. Drive Socket	\$6.85
MMCARR	5172A51	7" Vise Grip	\$11.85
MMCARR	5878A11	Rubber Mallet	\$18.49
MMCARR	5160A26	14MM Ratcheting Combination Wrench	\$19.91
MMCARR	60025A65	12" Screwdriver Pry bar	\$12.98
MMCARR	85555A211	Adjustable Click Style Torque Wrench 30-150 in-lbs.	\$145.78
MMCARR	3691A55	Small Tube Cutters 1"	\$16.38
MMCARR	8336A15	Ratcheting Tube Cutters- 2"	\$150.27
NJAMESON	6904041	3"W Stainless Steel Scrapers	\$8.22
NJAMESON	6904032	1 1/2"W Stainless Steel Scrapers	\$7.59
MMCARR	8358A23	1/4" Nutdriver	\$7.04
MMCARR	7299A23	8MM Nutdriver	\$8.83
MMCARR	8358A31	9/16" Nutdriver - Screwdriver Grip	\$13.05
MMCARR	8358A28	7/16" Nutdriver - Screwdriver Grip	\$13.30
MMCARR	83375A24	5/32" Stainless Steel T-Handle Hex Key	\$24.23