

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



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) Casey Sommers Date: 04/10/19
 Address: (Street Address) 2611 61st NW (Apt./Unit #) _____
 (City) Rochester (State) MN (ZIP Code) 55901
 Phone: 507-438-2070 Email: SommersCasey@yahoo.com
 Social Security No. 471-23-8078 Date Available: Now
 Position Applied for: Warehouse Desired Salary: 13
 Shift Available to work: 1st 2nd 3rd Employment desired: Full-Time Part-Time
 Are you authorized to work in the U.S.? Yes No
 How did you hear about us? indeed Referral Name: None
 If under 18, please list age: _____
 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	Riverbend Academy	-	11	-
College				
Bus. Or Trade School				
Professional School				

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"your workforce management & staffing experts"

Previous Employment

Company: IFP Phone: —

Address: Hayfield Supervisor: B:11

Job Title: Machine Operator Starting Salary: \$ 15 Ending Salary: \$ 15

Responsibilities: Operate machine

From: 2016 To: 2017 Reason for Leaving: new job

May we contact your previous supervisor for reference? Yes No

Company: Con tech Phone: —

Address: Dodge Center Supervisor: —

Job Title: Assembler Starting Salary: \$ 15 Ending Salary: \$ 15

Responsibilities: Assemble wire harness

From: 2017 To: 2018 Reason for Leaving: new job

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.

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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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.

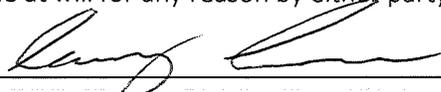
I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts will result in my disqualification from consideration for employment or, if discovered after I begin employment, will result in my termination. I hereby give CMG permission 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  Date: 04/10/19

m1 MINNESOTA **DRIVER'S LICENSE**
 USA NOT FOR FEDERAL IDENTIFICATION

1 **SOMMERS**
 2 **CASEY LEE**
 8 2611 61ST ST NW
 ROCHESTER, MN 55901-3729

4d DL# **E155-018-579-711** 4a ISS **10/12/2018**
 3 DOB **03/29/1991** 4b EXP **03/29/2022**
 9 CLASS **D** 9a END **NONE**
 12 RESTR **NONE**

DONOR

15 SEX **M** 17 WGT **180 lb**
 16 HGT **5'-09"** 18 EYES **GRN**

5 DD 0000000060292 **03/29/91**




SOCIAL SECURITY

471-23-8078

THIS NUMBER HAS BEEN ESTABLISHED FOR
CASEY LEE SOMMERS

CASEY LEE SOMMERS
 SIGNATURE

EC → Dad
 Austin 507-438-3552

W4 → S / 1



4/10 10AM

casey sommers

Rochester, MN
caseysommers5_oo8@indeedemail.com
5074382070

Work Experience

Mover

TWO MEN AND A TRUCK® - Rochester, MN
2017 to 2018

Assembler

Contech - Dodge Center, MN
2016 to 2017

Production Worker

ifp
2015 to 2016

Textile Worker

TEXTILE CARE SERVICES
2012 to 2013

Education

Riverbend Academy



Name Casey Sommers

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 you 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-oont-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



Preliminary Questions

For CMG use only

Name: Casey Sommers

Date: 04-10-19

1. If hired are you willing to take a drug test? X
2. Do you have any known food allergies to soy, wheat, peanuts, or milk? No
3. Are you able to work with pork? yes
4. Which plant do you prefer? _____
5. What shift do you prefer? 2nd

To be completed during or after interview

Date of interview 04-10-19

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

Explain

Incident DWI (2010)

Employee Signature _____

Interviewer Signature Dana [Signature]



Case Verification Number: 201910015405

Report prepared: 04/10/2019



Company Information

Company ID: 1284996

Company Name:
Management Group

Client Company ID: 1284996

Client Company Name: ESSG - Corporate
Management Group

Employee Information

Name: Casey L. Sommers

Date of Birth: 03/29/1991

U.S. Social Security Number: ***-**-8078

Employee's First Day of Employment:
04/10/2019

Citizenship Status: U.S. Citizen

Document Information

List B Document: Driver's license or ID card issued by a U.S. state or outlying possession

Document Subtype: Driver's License

Document Number: *****9711

Expiration Date: 03/29/2022

State: Minnesota

List C Document: Social Security Card

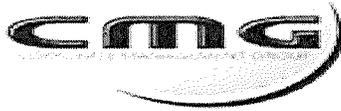
Case Information

Current Case Result: Closed

Case Submitted By: Diana Elton

Case Status: Employment Authorized

Reason for Closure: Employment Authorized
Auto Close



Disciplinary Report Form

Employee name: Casey Sommers	Hire Date: 4/15/2019	Job title: Production
Department: DC	Shift: 2nd	Supervisor: Benn

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 8/1/2019

Completed by:
Diana Elton

Date:
8/2/2019

(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:

5/14/2019 - Written for attendance
5/30/2019 - Written for attendance
7/29/2019 - Verbal for attendance
8/1/2019 - Written for attendance

Written Warning for the Attendance Policy

Consequence if incident occurs again:
Possible Written Warning / Possible Final Waring

Human Resources Signature(s): *Kelsey Sikkink*

Date:
8/2/2019

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: _____ **Date:** _____
Witness signature (if any): _____ **Date:** _____
Signature of person presenting report: _____ **Date:** _____





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://nhov2.esgazure.com/login/cm>

Login Name: 5074392070

Login Password: Cs@8078

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.

Signature: [Handwritten Signature] Date: 4-10-19

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: Casey

Middle Name: Lee

Last Name: Sommers

Social Security Number: 471-23-8078

Date of Birth: 3-29-91

Gender (Circle one): Male Female

My Signature: 

Today's Date: 4-10-19

Employee Photo Release Form

I, Casey, 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.

Employee Signature Name: 

Date: 4-10-19



Disciplinary Report Form

Employee name: Casey Sommers	Hire Date: 4/15/2019	Job title: Production
Department: DC	Shift: 2nd	Supervisor: Benn Grenz

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 9/16/2019

Completed by: Diana Elton	Date: 9/17/2019
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(Shaded area to be completed by Human Resources only.)

<p>Progressive step: <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> <p>Final Warning for the Attendance Policy</p>	<p>Previous warnings: Type: Offense: Date: Type: Offense: Date: Type: Offense: Date:</p> <p>5/14/2019 to Date:</p> <p>3 Written for attendance 1 Verbal for attendance 3 Final for attendance</p>
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Consequence if incident occurs again:
Possible Final Warning / Possible Assignment End

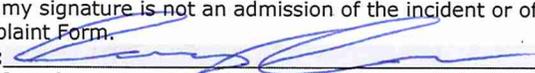
Human Resources Signature(s): Kelsey Sikkink	Date: 9/17/2019
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Employee statement: I agree with the incident description above. I disagree with the incident description above.
Date report presented to employee:

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:  **Date:** _____

Witness signature (if any): _____ **Date:** _____

Signature of person presenting report: _____ **Date:** _____

Called 9/17 left message





Disciplinary Report Form

Employee name: Casey Sommers	Hire Date: 4/15/2019	Job title: Production
Department: Production	Shift: 2 nd DC	Supervisor: Benn Grenz

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 5/30/2019

Completed by: Diana Elton	Date: 6/4/2019
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(Shaded area to be completed by Human Resources only.)

Progressive step: <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	Previous warnings: Type: Offense: Date: Type: Offense: Date: Type: Offense: Date: 5/14/19 and 5/30/19 - Written for attendance
Written Warning for the Attendance Policy	

Consequence if incident occurs again:
Possible Written Warning / Possible Final Warning

Human Resources Signature(s): <i>Kelsey Sikkink</i>	Date: 6/4/2019
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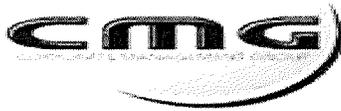
Employee statement: I agree with the incident description above. I disagree with the incident description above.
Date report presented to employee:

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>[Signature]</i>	Date: 6/4/19
Witness signature (if any): _____	Date: _____
Signature of person presenting report: _____	Date: _____



Disciplinary Report Form

Employee name: Casey Sommers	Hire Date: 4/15/2019	Job title: Production
Department: DC	Shift: 2nd	Supervisor: Benn Grenz

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 9/16/2019

Completed by: Diana Elton	Date: 9/17/2019
-------------------------------------	---------------------------

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

<p>Progressive step: <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>Previous warnings: Type: Offense: Date: Type: Offense: Date: Type: Offense: Date:</p> <p>5/14/2019 to Date:</p> <p>3 Written for attendance 1 Verbal for attendance 3 Final for attendance</p>
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Consequence if incident occurs again:
Possible Final Warning / Possible Assignment End

Human Resources Signature(s): Kelsey Sikkink	Date: 9/17/2019
---	---------------------------

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

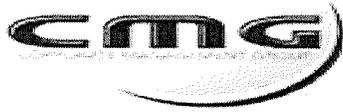
Employee comments: (Attach sheets if necessary.)

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: _____	Date: _____
Witness signature (if any): _____	Date: _____
Signature of person presenting report: _____	Date: _____





Disciplinary Report Form

Employee name: Casey Sommers	Hire Date: 4/15/2019	Job title: Production
Department: DC	Shift: 2nd	Supervisor: Benn Grenz
Offense track: <input checked="" type="checkbox"/> Performance issue <input type="checkbox"/> Work rule violation, Work rule violated, if any:		
Type of offense: <input checked="" type="checkbox"/> Absenteeism <input type="checkbox"/> Tardiness <input type="checkbox"/> Misuse of property/equipment <input type="checkbox"/> Using property/equipment for personal use <input type="checkbox"/> Leaking confidential information <input type="checkbox"/> Theft or fraud <input type="checkbox"/> Lying or cheating <input type="checkbox"/> Falsifying company documents <input type="checkbox"/> Unsafe behavior <input type="checkbox"/> Eating in undesignated areas <input type="checkbox"/> Smoking in undesignated areas <input type="checkbox"/> Posting items without permission <input type="checkbox"/> Spreading gossip <input type="checkbox"/> Using vulgar language <input type="checkbox"/> Horseplay <input type="checkbox"/> Indecent behavior <input type="checkbox"/> Bringing weapon onsite <input type="checkbox"/> Bringing illegal drugs/alcohol onsite <input type="checkbox"/> Failing to follow instructions <input type="checkbox"/> Poor work quality <input type="checkbox"/> Poor work quantity <input type="checkbox"/> Refusing to work <input type="checkbox"/> Sleeping on the job <input type="checkbox"/> Poor hygiene <input type="checkbox"/> Poor housekeeping <input type="checkbox"/> Disregarding dress code <input type="checkbox"/> Other <input type="checkbox"/> Disruption in the work place <input type="checkbox"/> Threatening or creating conflict w/ coworkers		
<h3>Absenteeism</h3>		
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.)		
<h3>Unexcused Absence on 8/13/2019</h3>		
Completed by: Diana Elton		Date: 8/14/2019
(Shaded area to be completed by Human Resources only.)		
Progressive step: <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		Previous warnings: Type: Offense: Date: Type: Offense: Date: Type: Offense: Date: 5/14/2019 Written for attendance 5/30/2019 Written for attendance 7/29/2019 Verbal for attendance 8/1/2019 Written for attendance 8/13/2019 Final for attendance
<h3>Final Warning for the Attendance Policy</h3>		
Consequence if incident occurs again: Possible Written Warning / Possible Final Warning		
Human Resources Signature(s): <i>Kelsey Sikkink</i>		Date: 8/14/2019
Employee statement: <input type="checkbox"/> I agree with the incident description above. <input type="checkbox"/> I disagree with the incident description above. Date report presented to employee:		
Employee comments: (Attach sheets if necessary.) <p style="text-align: center;">Go 2 months without calling in **Please sign and return to CMG**</p>		
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: _____		Date: _____
Witness signature (if any): _____		Date: _____
Signature of person presenting report: _____		Date: _____
Called 8/14/2019		



Disciplinary Report Form

Employee name: Casey Sommers	Hire Date: 4/15/2019	Job title: Production
Department: Production	Shift: 2nd	Supervisor: Benn Grenz

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 5/14/2019

Completed by:
Diana Elton

Date:
5/15/2019

(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:

Notified upon Hire

Written Warning for the Attendance Policy

Consequence if incident occurs again:
Possible Written Warning / Possible Final Warning

Human Resources Signature(s): *Kelsey Sikkink*

Date:
5/15/2019

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: _____ **Date:** _____
Witness signature (if any): _____ **Date:** _____
Signature of person presenting report: _____ **Date:** _____



Disciplinary Report Form

Employee name: Casey Sommers	Hire Date: 4/15/2019	Job title: Production
Department: Production	Shift: 2 nd DC	Supervisor: Benn Grenz

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 5/30/2019

Completed by: Diana Elton	Date: 6/4/2019
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(Shaded area to be completed by Human Resources only.)

<p>Progressive step: <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 <i>apart from personnel files and copies thereof</i></p>	<p>Previous warnings: Type: Offense: Date: Type: Offense: Date: Type: Offense: Date: 5/14/19 and 5/30/19 - Written for attendance</p>
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Written Warning for the Attendance Policy

Consequence if incident occurs again:
Possible Written Warning / Possible Final Warning

Human Resources Signature(s): <i>Kelsey Sikkink</i>	Date: 6/4/2019
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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: _____	Date: _____
Witness signature (if any): _____	Date: _____
Signature of person presenting report: _____	Date: _____

1. Introduction

2. Methodology

3. Results

4. Discussion

5. Conclusion

6. References

7. Appendix

8



Reichel Foods, Inc. Employee Warning Notice

Employee Information

Date: 10/7/2019
 Employee Name: Casey Sommers
 Job Title: DC Warehouse
 Manager/Supervisor: Benn Grenz/ Jeremy Meyer

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)

On Friday 10/04/19 Casey scanned 16 cases of 1-4420-12 and 14 1-4420-2-6p onto an order that was calling for 30 1-4420-2-6p. This was also missed during his product check and the 1-4420-2-6p license plate was put onto the 1-4420-12.

Plan for Improvement:

Jeremy will retrain and coach Casey through the scanning process and make sure that Casey is following the proper scanning and product check processes.

Consequences of Further Infractions:

Consequences of Further Infractions include further warnings up to assignment end.

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.

Employee Signature _____ Date 10-7-19
 Manager/Supervisor _____ Date 10-7-19
 Witness Signature (if employee understands warning but refuses to sign) _____ Date _____

W



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 9/26/2019
 Employee Name: Casey Sommers
 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)

On 9/25 Casey scanned 90 cases of 11/06 ranch 12ct to a kitting LP for 11/08. The pallet that these were scanned to totaled 204 cases, 114 of lot # 11/08 & 90 cases of 11/06. The pallet physically had 204 cases of 11/08. We found the 90 cases of 11/06 on a Meijer order that physically had 90 cases of 11/06 & 30 cases of 11/08, Casey scanned all 120 total cases as lot 11/08.

Plan for Improvement:

Casey will continue to be trained on how we use our WOW system to track code dates. He will also be retrained on scanning and product checks to ensure that our inventory is always 100% accurate.

Consequences of Further Infractions:

Further corrective action will be taken if the same 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.

Employee Signature

Date

Manager/Supervisor

Date

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

Date

Trade secret: confidential commercial information exempt from disclosure pursuant to 5 U.S.C. § 552(b)(4).

10-2-2019

10-2-19

10/10/10

10/10/10

10/10/10

10/10/10

10/10/10

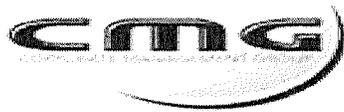
10/10/10

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10/10/10

10/10/10



Disciplinary Report Form

Employee name: Casey Sommers	Hire Date: 4/15/2019	Job title: Production
Department: Production DC	Shift: 2 nd	Supervisor: Benn Grenz

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

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 1/10/2020

Completed by: Diana Elton	Date: 1/13/2020
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(Shaded area to be completed by Human Resources only.)

<p>Progressive step: <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>	<p>Previous warnings: Type: Offense: Date: Type: Offense: Date: Type: Offense: Date:</p> <p>5/14/2019 - Written for attendance 5/30/2019 - Written for attendance 7/29/2019 - Verbal for attendance 8/1/2019 - Written for attendance 8/13/2019 - Final for attendance 8/14/2019 - Final for attendance 9/16/2019 - Final for attendance 10/28/2019 - Final for attendance 12/30/2019 - Final for attendance</p>
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Written Warning for the Attendance Policy

Consequence if incident occurs again:
Possible Written Warning / Possible Final Warning

Human Resources Signature(s): Kelsey Sikkink	Date: 1/13/2020
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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: _____ **Date:** _____

Witness signature (if any): _____ **Date:** _____

Signature of person presenting report: _____ **Date:** _____



Reichel Foods, Inc. Employee Warning Notice

Employee Information

Date: 10/22/2019
 Employee Name: Casey Sommers
 Job Title: DC Warehouse
 Manager/Supervisor: Benn Grenz/Jeremy Meyer

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)
 On 10/17/19 product 1-4565-6 the RBuild pallet physically had 193 cases of 11/24, when you scanned the LP it showed 100 cases of 11/24 & 93 cases of 11/20. Casey scanned 93 cases of 11/20 onto the 11/24 LP. He initially scanned the 93 cases to an order (Kroger Layton) that only needs 40 cases. He then scanned them off that LP and scanned them to the LP in RBuild that was a different lot.

Plan for Improvement:
 Casey will be retrained and coached through the correct way to scan when using up an older lot number and moving onto the next.

Consequences of Further Infractions:
 Progressive discipline includes being demoted to production with a wage decrease.

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.

Employee Signature _____ Date 10-23-19

Manager/Supervisor _____ Date 10-23-19

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

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Handwritten text, possibly a list or notes, located in the lower left quadrant of the page.

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Handwritten text, possibly a list or notes, located in the lower left quadrant of the page.

EMPLOYEE WARNING NOTICE FORM

Employee Name: Casey Sommers

Date: 2/4/2020

Supervisor Name: Benn Grenz

Hire Date: 4/15/2019

- 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 Tardy on 2/3/2020

3. Prior Warnings:

7/5/2019 – Notification for tardiness
8/19/2019 – Notification for tardiness
8/29/2019 – Verbal for tardiness
10/25/2019 – Notification for tardiness
12/18/2019 – Notification for tardiness
1/6/2020 – Verbal for tardiness
1/27/2020 – Verbal for tardiness
2/3/2020 – Written for tardiness

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 being late.

2 Months from offence is 4/3/2020

Employee Signature:  Date: 02-04-2020

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

Manager's Signature:  Date: 2/4/2020



Disciplinary Report Form

Employee name: Casey Sommers	Hire Date: 4/15/2019	Job title: Production
Department: Production DC	Shift: 2 nd	Supervisor: Benn Grenz

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 1/10/2020

Completed by: Diana Elton	Date: 1/13/2020
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(Shaded area to be completed by Human Resources only.)

<p>Progressive step: <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>	<p>Previous warnings: Type: Offense: Date: Type: Offense: Date: Type: Offense: Date:</p> <p>5/14/2019 - Written for attendance 5/30/2019 - Written for attendance 7/29/2019 - Verbal for attendance 8/1/2019 - Written for attendance 8/13/2019 - Final for attendance 8/14/2019 - Final for attendance 9/16/2019 - Final for attendance 10/28/2019 - Final for attendance 12/30/2019 - Final for attendance</p>
	<p>Written Warning for the Attendance Policy</p>

Consequence if incident occurs again:
Possible Written Warning / Possible Final Warning

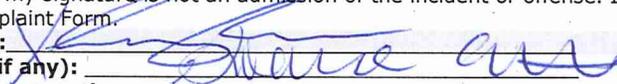
Human Resources Signature(s): Kelsey Sikkink	Date: 1/13/2020
---	------------------------

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:  **Date:** 1/14/2020

Witness signature (if any): _____ **Date:** _____

Signature of person presenting report: _____ **Date:** _____



Disciplinary Report Form

Employee name: Casey Sommers	Hire Date: 4/15/2019	Job title: Production
Department: Production DC	Shift: 2nd	Supervisor: Benn Grenz

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 1/13/2020

Completed by: Diana Elton	Date: 1/14/2020
-------------------------------------	---------------------------

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

Progressive step: <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	Previous warnings: Type: Offense: Date: Type: Offense: Date: Type: Offense: Date: 5/14/2019 - Written for attendance 5/30/2019 - Written for attendance 7/29/2019 - Verbal for attendance 8/1/2019 - Written for attendance 8/13/2019 - Final for attendance 8/14/2019 - Final for attendance 9/16/2019 - Final for attendance 10/28/2019 - Final for attendance 12/30/2019 - Final for attendance 1/10/2020 - Written for attendance
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Written Warning for the Attendance Policy

Consequence if incident occurs again:
Possible Written Warning / Possible Final Warning

Human Resources Signature(s): Kelsey Sikkink	Date: 1/14/2020
---	------------------------

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

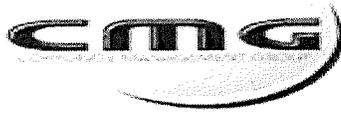
Employee comments: (Attach sheets if necessary.)

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:	Date: 1/14/2020
Witness signature (if any):	Date: _____
Signature of person presenting report: _____	Date: _____

Called 1/14 message



Disciplinary Report Form

Employee name: Casey Sommers	Hire Date: 4/15/2019	Job title: Production
Department: DC	Shift: 2nd	Supervisor: Benn Grenz

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 10/28/2019

Completed by: Diana Elton	Date: 10/30/2019
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(Shaded area to be completed by Human Resources only.)

<p>Progressive step: <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>	<p>Previous warnings: Type: Offense: Date: Type: Offense: Date: Type: Offense: Date:</p> <p>5/14/2019 - Written for attendance 5/30/2019 - Written for attendance 7/29/2019 - Verbal for attendance 8/1/2019 - Written for attendance 8/13/2019 - Final for attendance 8/14/2019 - Final for attendance 9/16/2019 - Final for attendance 10/28/2019 - Final for attendance</p>
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Final Warning for the Attendance Policy

Consequence if incident occurs again:
Possible Final Warning / Possible Assignment End

Human Resources Signature(s): <i>Kelsey Sikkink</i>	Date: 10/30/2019
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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: _____	Date: _____
Witness signature (if any): _____	Date: _____
Signature of person presenting report: _____	Date: _____



EMPLOYEE WARNING NOTICE FORM

Employee Name: Casey Sommers

Date: 11/3/2020

Supervisor Name: Benn Grenz

Hire Date: 4/15/2019

- 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 11/30/2020

3. Prior Warnings:

- 12/30/2019 – Final for attendance
- 1/10/2020 – Written for attendance
- 1/13/2020 – Written for attendance
- 3/5/2020 – Verbal for attendance
- 3/6/2020 – Written for attendance
- 4/29/2020 – Verbal for attendance
- 4/30/2020 – Verbal for attendance
- 5/11/2020 – Verbal for attendance
- 5/12/2020 – Verbal for attendance
- 7/6/2020 – Notification for attendance
- 7/27/2020 – Notification for attendance
- 7/28/2020 – Verbal for attendance
- 8/3/2020 – Written for attendance
- 10/5/2020 – Verbal for attendance
- 10/6/2020 – Verbal for attendance
- 11/3/2020 – Written 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.
2 Months from offence is 1/2/2021

Employee Signature: _____ Date: _____

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

Manager's Signature: _____ Date: _____

NCNS to office to sign - Filed on 12/4/2020



7/27 W



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 7/23/2020
 Employee Name: Casey Sommers
 Job Title: Warehouse
 Manager/Supervisor: Benn Grenz/Jeremy Meyer

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)

On 07/21/20 Casey pulled 2 pallets of finished product with a newer lot number before using up the existing older product. It was then used on 2 orders. If this was not caught the next day, it could have caused product needing to be donated and possible shortages on orders.

Plan for Improvement:

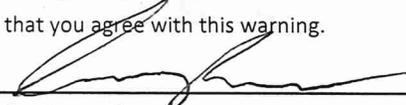
Casey will use the WOW system to verify all usable older product is being used up before moving onto the next lot number. If Casey has any questions during this process, he needs to communicate this with his lead Aric or his supervisor Jeremy.

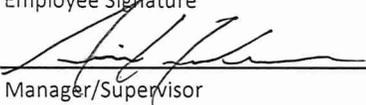
Consequences of Further Infractions:

Consequences of Further Infractions includes increased warning severity up to assignment end.

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.


 Employee Signature _____ Date 07-22-20


 Manager/Supervisor _____ Date 07-23-20

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



EMPLOYEE WARNING NOTICE FORM

Employee Name: Casey Sommers

Date: 3/9/2020

Supervisor Name: Benn Grenz

Hire Date: 4/15/2019

- 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 3/6/2020

3. Prior Warnings:

5/14/2019 – Written for attendance
5/30/2019 – Written for attendance
7/29/2019 – Verbal for attendance
8/1/2019 – Written for attendance
8/13/2019 – Final for attendance
8/14/2019 – Final for attendance
9/16/2019 – Final for attendance
10/28/2019 – Final for attendance
12/30/2019 – Final for attendance
1/10/2020 – Written for attendance
1/13/2020 – Written for attendance
3/5/2020 – 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.

2 Months from offence is 5/6/2020

Employee Signature: [Signature] Date: 3/10/20

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

Manager's Signature: [Signature] Date: 3/10/20



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 2/13/2020
Employee Name: Casey Sommers
Job Title: Warehouse
Manager/Supervisor: Jeremy Meyer

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)

On 02/13/20 there was a pallet of 1-4550-6 was brought down to be built with. It was kitted at 168 cases but it was physically 169. Casey took the LP to the scanner without verifying with them if it had been kitted correctly. This caused quite a bit of down time for everyone in the DC.

Plan for Improvement:

Verify all partial pallet FG quantities with the scanner before using any of the product.

Consequences of Further Infractions:

Consequences of Further Infractions include increase warning severity up to assignment end.

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.

Employee Signature

02-13-2020

Date

Manager/Supervisor

2-13-20

Date

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

Date

7/11/2000

8/11/2000

9/11/2000

10/11/2000

EMPLOYEE WARNING NOTICE FORM

Employee Name: Casey Sommers

Date: 8/4/2020

Supervisor Name: Benn Grenz

Hire Date: 4/15/2019

- 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 8/3/2020

3. Prior Warnings:

7/29/2019 – Verbal for attendance
8/1/2019 – Written for attendance
8/13/2019 – Final for attendance
8/14/2019 – Final for attendance
9/16/2019 – Final for attendance
10/28/2019 – Final for attendance
12/30/2019 – Final for attendance
1/10/2020 – Written for attendance
1/13/2020 – Written for attendance
3/5/2020 – Verbal for attendance
3/6/2020 – Written for attendance
4/29/2020 – Verbal for attendance
4/30/2020 – Verbal for attendance
5/11/2020 – Verbal for attendance
5/12/2020 – Verbal for attendance
7/6/2020 – Notification for attendance
7/27/2020 – Notification for attendance
7/28/2020 – 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.
2 Months from offence is 10/3/2020

Employee Signature: _____ Date: _____

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

Manager's Signature: _____ Date: _____

Mailed ⇒ Filed on 8/10/20



EMPLOYEE WARNING NOTICE FORM

Employee Name: Casey Sommers

Date: 2/25/21

Supervisor Name: Benn Grenz

Hire Date: 4/15/2021

- 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:

- 2/11 – Disappeared from 6pm to 7pm, he then came back inside and punched out an hour early and left without saying anything to Aric. He sent a text message a half hour after leaving asking if it was alright that he left early.
- 2/15 – Asked to come in at 7am, didn't come in until 10am (I talked to Casey and told him that if he was going to be late he needed to let someone know before his shift starts, he said that he understood). He received a verbal warning for tardiness according to the disc report.
- 2/22 – Showed up late, didn't contact anyone. Received a written warning for tardiness according to the disc report.
- 2/22 – Built a pallet wrong, when Aric let him know that there was an error he said that it had to be a scanning error because he was verifying that all of the pallets were built correctly as he wrapped them. Casey built the pallet incorrectly, he forgot to put 30 cases of apple/pb on the pallet.
- 2/24 – Showed up late (he did let Aric know that he was going to be late).

3. Prior Warnings:

2/10/21-Final

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

Assignment end



Employee Signature:  Date: 02/28/21

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

Manager's Signature:  Date: 2/25/21



Begin forwarded message:

From: Tyler Whitlock <tyler@reichelfoods.com>
Date: February 24, 2021 at 12:54:10 PM CST
To: Benn Grenz <benn@reichelfoods.com>, Ryan Grzanek <ryan@reichelfoods.com>, Jeremy Meyer <jeremy@reichelfoods.com>
Cc: Aric Holmen <aric@reichelfoods.com>
Subject: Casey Sommers

It has been two weeks since Kelsey sat down with Casey. He received a final warning during that meeting for violating company policies, he was also made aware of his job expectations during that time and was told that an improvement needed to be made as well.

Since that meeting the following things have happened:

2/11 – Disappeared from 6pm to 7pm, he then came back inside and punched out an hour early and left without saying anything to Aric. He sent a text message a half hour after leaving asking if it was alright that he left early.

2/15 – Asked to come in at 7am, didn't come in until 10am (I talked to Casey and told him that if he was going to be late he needed to let someone know before his shift starts, he said that he understood). He received a verbal warning for tardiness according to the disc report.

2/22 – Showed up late, didn't contact anyone. Received a written warning for tardiness according to the disc report.

2/22 – Built a pallet wrong, when Aric let him know that there was an error he said that it had to be a scanning error because he was verifying that all of the pallets were built correctly as he wrapped them. Casey built the pallet incorrectly, he forgot to put 30 cases of apple/pb on the pallet.

2/24 – Showed up late (he did let Aric know that he was going to be late).

Aric and I have talked about all of this and we feel it's best to just move on from Casey at this point.

We are confident that we can still get the work done without having him here.

Let me know if you have any questions

Thanks,

Tyler Whitlock

Warehouse Lead

.....
| Reichel Foods, Inc. | 3707 Commercial Drive SW | Rochester MN,
55902 |
| Phone: 507.289.7264 | Fax: 507.289.6552 | www.reichelfoods.com |

Kelsey Sikkink

From: Benn Grenz <benn@reichelfoods.com>
Sent: Wednesday, February 24, 2021 1:08 PM
To: Kelsey Sikkink
Cc: Lisa Campbell; 'sara@reichelfoods.com'; Mike Schumacher
Subject: Re: Casey Sommers

Yes we will do this thank you Kelsey

Sent from my iPhone

On Feb 24, 2021, at 1:04 PM, Kelsey Sikkink <Kelsey@corpmgmtgroup.com> wrote:

Can you please tell him to come to the CMG office before his shift tomorrow and I will end his assignment.

Does he have any keys that he needs to turn in?

From: Benn Grenz <benn@reichelfoods.com>
Sent: Wednesday, February 24, 2021 1:02 PM
To: Kelsey Sikkink <Kelsey@corpmgmtgroup.com>
Cc: Lisa Campbell <Lisa@reichelfoods.com>; 'sara@reichelfoods.com'; Mike Schumacher <mikes@reichelfoods.com>
Subject: Re: Casey Sommers

Yes

Sent from my iPhone

On Feb 24, 2021, at 12:57 PM, Kelsey Sikkink <Kelsey@corpmgmtgroup.com> wrote:

Is he at work now?

From: Benn Grenz <benn@reichelfoods.com>
Sent: Wednesday, February 24, 2021 12:56 PM
To: Kelsey Sikkink <Kelsey@corpmgmtgroup.com>; Lisa Campbell <Lisa@reichelfoods.com>; 'sara@reichelfoods.com'; Mike Schumacher <mikes@reichelfoods.com>
Subject: Fwd: Casey Sommers

Please see below

Sent from my iPhone

EMPLOYEE WARNING NOTICE FORM

Employee Name: Casey Sommers

Date: 2/9/2021

Supervisor Name: Benn Grenz

Hire Date: 4/15/2019

- 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 2/8/2021

3. Prior Warnings:

3/5/2020 – Verbal for attendance
3/6/2020 – Written for attendance
4/29/2020 – Verbal for attendance
4/30/2020 – Verbal for attendance
5/11/2020 – Verbal for attendance
5/12/2020 – Verbal for attendance
7/6/2020 – Notification for attendance
7/27/2020 – Notification for attendance
7/28/2020 – Verbal for attendance
8/3/2020 – Written for attendance
10/5/2020 – Verbal for attendance
10/6/2020 – Verbal for attendance
11/3/2020 – Written for attendance
11/30/2020 – Written for attendance
12/28/2020 – Written for attendance
1/25/2021 – written for attendance
2/1/2021 – written 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.

Employee Signature:  Date: 02/10/21

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

Manager's Signature:  Date: 2/10/21



EMPLOYEE WARNING NOTICE FORM

Employee Name: Casey Sommers

Date: 2/2/2021

Supervisor Name: Benn Grenz

Hire Date: 4/15/2019

- 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 2/1/2021

3. Prior Warnings:

3/5/2020 – Verbal for attendance
3/6/2020 – Written for attendance
4/29/2020 – Verbal for attendance
4/30/2020 – Verbal for attendance
5/11/2020 – Verbal for attendance
5/12/2020 – Verbal for attendance
7/6/2020 – Notification for attendance
7/27/2020 – Notification for attendance
7/28/2020 – Verbal for attendance
8/3/2020 – Written for attendance
10/5/2020 – Verbal for attendance
10/6/2020 – Verbal for attendance
11/3/2020 – Written for attendance
11/30/2020 – Written for attendance
12/28/2020 – Written for attendance
1/25/2021 – written 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.**

Employee Signature: _____ Date: _____

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

Manager's Signature: _____ Date: _____

NCNS to CMG office

EMPLOYEE WARNING NOTICE FORM

Employee Name: Casey Sommers Date: 2/10/21

Supervisor Name: Benn Grenz Hire Date: 4/15/2019

- 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:

On 2/5/21 Casey left at 12:40pm and gave his card to another employee and told him to punch him out at 2pm. He has asked previously and was told my his line lead that this is unacceptable and anytime he leaves for personal reasons he needs to punch out.

3. Prior Warnings:

Verbal-8/20/19 using cell phone and attitude towards lead

Verbal-9/17/19 leaving work early without approval

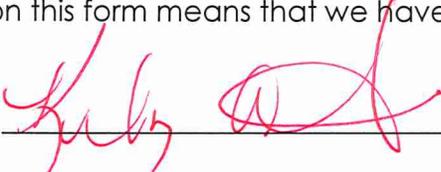
4. The following immediate corrective action must be taken by the employee.

Any further infractions will result in termination.

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

Employee Signature:  Date: 02/11/21 *CS 2/10/21*

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

Manager's Signature:  Date: 2/10/21



Receipt of Employee Handbook and Employee-At-Will Statement

This is to acknowledge that I have read and have access to a copy of the Employer Solutions Staffing Group LLC (ESSG) Assigned Employee Handbook and understand that it sets forth the terms and conditions of my employment as well as the duties, responsibilities and obligations of my employment with the company. I understand and agree that it is my responsibility to abide by the rules, policies and standards set forth in the Handbook.

I also acknowledge that my employment with ESSG is not for a specified period of time and can be terminated at any time for any reason, with or without cause or notice, by me or by the company. I acknowledge that no oral or written statements or representations regarding my employment can alter the foregoing. I also acknowledge that no manager or employee has the authority to enter into an employment agreement, express or implied, providing for employment other than at-will.

I also acknowledge that, except for the policy of at-will employment, ESSG reserves the right to revise, delete and add to the provisions of this Employee Handbook. All such revisions, deletions or additions must be in writing and must be signed by the CEO of the company. No oral statements or representations can change the provisions of this Handbook. I also acknowledge that, except for the policy of at-will employment, terms and conditions of employment with the company may be modified at the sole discretion of the company, with or without cause or notice, at any time. No implied contract concerning any employment-related decision, term of employment or condition of employment can be established by any other statement, conduct, policy or practice.

I understand the foregoing agreement concerning my at-will employment status and the company's right to determine and modify the terms and conditions of employment is the sole and entire agreement between me and ESSG concerning the duration of my employment, the circumstances under which my employment may be terminated and the circumstances under which the terms and conditions of my employment may change. I further understand that this agreement supersedes all prior agreements, understandings and representations concerning my employment with the company.

If I have questions regarding the content or interpretation of this Handbook, I will bring them to the attention of ESSG or Corporate Management Group

DATE: 4/10/2019

EMPLOYEE NAME: CASEY LEE SOMMERS

PLEASE PRINT
EMPLOYEE SIGNATURE:  Electronic signature accepted

lot.

Break rooms:

- ✓ The refrigerators are for storage of your food.
- ✓ Do not put ***open containers*** in the fridge.
- ✓ Do not eat other people's food.
- ✓ Please clean tables after using.

Respect your coworkers and work areas.

Every area should be left the way you would like to find it!



BEHAVIOR AND STANDARDS OF CONDUCT

ESSG and Reichel Foods, Inc. conducts its business ethically. We will not willfully subscribe to illegal transactions with our customers, suppliers or our employees. Similarly, we believe those who find employment with us would subscribe to those same values – namely, that we treat each other with mutual respect, honesty and trust.



GENERAL BEHAVIOR

All Employees are asked to behave in a manner that fosters the feeling of quality and confidence on the part of our fellow employee, customers and the public.

There is a need in every business for a set of rules and regulations adequate to insure efficient production and to safeguard the jobs, health, safety and welfare of all persons working in the plant. The following rules, which we have adopted, are examples of normal common sense rules of conduct necessary to protect each of our jobs from the abuses of a few. Although not intended to be all-inclusive, this list will alert employees to specific violations that could result in disciplinary action, including termination of employment. They apply equally to all company employees.

1. Falsifying production or other records.
2. Excessive tardiness or absenteeism.
3. Failure to call the Absent and Tardy Phone Line prior to an absence or when one expects to be tardy.
4. Sleeping, resting or using cellular telephones or other personal electronic devices during work hours.
5. Reading unauthorized material while on duty.
6. Violation of established safety or hygiene rules.
7. Negligence, carelessness or inattentiveness when operating equipment or recording required operational data.
8. Failure to follow supervisor's instructions.
9. Leaving a workstation without being properly relieved or without permission.
10. Punching another employee's time card or signing in or out for another employee.
11. Holding the door open to allow others entry in the secured facilities. All employees must

- use their own badge to gain access to the facilities.
12. Taking excessive work breaks.
 13. Leaving the plant without permission or without punching out while on duty.
 14. Posting unauthorized material anywhere on Company property.
 15. Misuse of the pager system.
 16. Deliberately restricting production.
 17. Unauthorized use or theft of property belonging to the Company or anyone else on Company property (including attempted thefts).
 18. Unauthorized removal, possession, destruction or abuse of employee or Company property or equipment (this includes taking product, garbage, boxes, coolers, office supplies, etc.) is prohibited.
 19. Photographs, tape recording, video recording or any other recording during working time (i.e., non-break time) and in work areas without management approval is prohibited.
 20. Damaging or misusing the property of the Company or another employee
 21. Reporting for work in a condition unfit to perform duties.
 22. Drinking intoxicants while on duty.
 23. Fighting or attempting to injure another employee.
 24. Failure to carry out required job duties.
 25. Altering, defacing or removing governmental or Company notices and bulletins that are posted.
 26. Disorderly or immoral conduct on Company property.
 27. Illegal use of drugs or narcotics.
 28. Use of threatening, abusive, profane language or other provocation that might reasonably be expected to result in a violent or similar disturbance.
 29. Possession of weapons on Company property.
 30. Horseplay
 31. Sexual or other forms of prohibited harassment.
 32. Failure to meet established performance standards.
 33. Any other act which may jeopardize health, safety or well-being of other employees, or the Company, which is recognized by common understanding as being a subject of disciplinary action.
 34. Criticism of the Company, its personal or policies to current or prospective customers, other contractors, suppliers, or other employees.
 35. Providing false or inaccurate information to the Company, including, but not limited to, information on application forms, expense reports, leave requests, absence records or in response to requests for information.
 36. Making false, malicious or derogatory statements concerning clients, customers, and vendors of Reichel Foods Inc.
 37. Making false fire alarms, causing false fire alarms to be made or tampering with protection equipment.
 38. Opening, removing or tampering with locks or seals on Company property without proper authorization.
 39. Willful or negligent failure to report employee's communicable or infectious disease or illness, including, but not limited to, Salmonella, Hepatitis, Acquired Immune Deficiency Syndrome (AIDS), Tuberculosis, STD's and Airborne Influenza viruses.
 40. Failure to adhere to the Company's dress code at all times.

Please remember that these are only examples and it would be impractical for Reichel Foods,

Kelsey Sikkink

From: Benn Grenz <benn@reichelfoods.com>
Sent: Tuesday, February 9, 2021 3:18 PM
To: Kelsey Sikkink; Jeremy Meyer
Cc: Aric Holmen; Tyler Whitlock; Mike Schumacher
Subject: RE: Casey Sommers

Casey is not scheduled Tuesday's and he had called in yesterday. I have only followed up with Tyler and Aric who had spoke with Thomas.

From: Kelsey Sikkink <Kelsey@corpmgmtgroup.com>
Sent: Tuesday, February 09, 2021 3:15 PM
To: Benn Grenz <benn@reichelfoods.com>; Jeremy Meyer <jeremy@reichelfoods.com>
Cc: Aric Holmen <aric@reichelfoods.com>; Tyler Whitlock <tyler@reichelfoods.com>; Mike Schumacher <mikes@reichelfoods.com>
Subject: RE: Casey Sommers

Hi Benn,

Were you able to talk to Casey to find out the situation?

I did call him today to have him come in and sign his warning but I have not heard back from him yet?

Thank you,

Kelsey Sikkink
CMG Client Services Manager
507.923.0366 Direct

.....
Corporate Management Group | 3707 Commercial Dr SW | Rochester MN, 55902 | Phone: 507.923.4955 | Fax: 507.216.4904
| www.corpmgmtgroup.com

www.cmgapply.com
www.corpmgmtgroup.com
[Find Us On Facebook](#)
[Like Us On Instagram](#)



From: Benn Grenz <benn@reichelfoods.com>
Sent: Tuesday, February 9, 2021 2:06 PM
To: Kelsey Sikkink <Kelsey@corpmanagementgroup.com>; Jeremy Meyer <jeremy@reichelfoods.com>
Cc: Aric Holmen <aric@reichelfoods.com>; Tyler Whitlock <tyler@reichelfoods.com>; Mike Schumacher <mikes@reichelfoods.com>
Subject: RE: Casey Sommers

Good Afternoon Kelsey,

I spoke with Tyler regarding Friday and he had told Casey that he needed to wait until Jeremy got in and the orders were completed. Casey had called in again on Monday which is the third Monday in sequence. Thomas notified Tyler today that Casey came out right after Tyler had left and told him that he was good to go because he talked to Tyler and Jeremy (he did not speak with either of them). He then gave Thomas he badge and said here punch me out at 2pm nobody will know you're the only one here. After talking with Tyler and Aric Casey's performance is below what is expected as well has his call in's. With the orders we have had less staff and need reliability both when supervised and unsupervised. Casey had the similar incident a couple weeks ago when he told Aric he was leaving at 6pm but told him to punch him out at 8pm and Aric had told him no. We feel the best move forward is to post Casey's position and have him transfer to production.

Thank you,

Benn

From: Kelsey Sikkink <Kelsey@corpmanagementgroup.com>
Sent: Saturday, February 06, 2021 8:31 AM
To: Jeremy Meyer <jeremy@reichelfoods.com>
Cc: Benn Grenz <benn@reichelfoods.com>; Aric Holmen <aric@reichelfoods.com>
Subject: Re: Casey Sommers

Hi

Casey should reveal written warning for falsifying his timecard and inappropriate behavior in the workplace. If this happens again it could result in assignment end.

Will that work?

Kelsey Sikkink
CMG Client Services Manager
507-923-0366

From: Jeremy Meyer <jeremy@reichelfoods.com>
Sent: Friday, February 5, 2021 3:24:39 PM
To: Kelsey Sikkink <Kelsey@corpmanagementgroup.com>
Cc: Benn Grenz <benn@reichelfoods.com>; Aric Holmen <aric@reichelfoods.com>
Subject: Casey Sommers

Casey left at 12:40pm today and gave Thomas his card and told him to punch him out at 2pm today. Casey has done this to Aric and Aric told him that it was not acceptable and that anytime he leaves the property at Tristate for personal reasons, Casey needs to punch out.

We also had a complaint about Casey last night from Thomas. Thomas said Casey was calling him lazy, Casey told Thomas he didn't do anything and Thomas heard Casey calling Thomas "a retard". Aric heard Casey call Thomas "a

retard” also. This was at the end of the night last night and Casey left so I was going to speak with him today about it but he left early.

What do you want us to do moving forward with these situations? We will be sitting down with Casey on Monday.

Thank you,
Jeremy



EMPLOYEE WARNING NOTICE FORM

Employee Name: Casey Sommers

Date: 1/26/2021

Supervisor Name: Benn Grenz

Hire Date: 4/15/2019

- 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 1/25/2021

3. Prior Warnings:

1/13/2020 – Written for attendance
3/5/2020 – Verbal for attendance
3/6/2020 – Written for attendance
4/29/2020 – Verbal for attendance
4/30/2020 – Verbal for attendance
5/11/2020 – Verbal for attendance
5/12/2020 – Verbal for attendance
7/6/2020 – Notification for attendance
7/27/2020 – Notification for attendance
7/28/2020 – Verbal for attendance
8/3/2020 – Written for attendance
10/5/2020 – Verbal for attendance
10/6/2020 – Verbal for attendance
11/3/2020 – Written for attendance
11/30/2020 – Written for attendance
12/28/2020 – Written 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.
2 Months from offence is 3/25/2021

Employee Signature: _____ Date: _____

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

Manager's Signature: _____ Date: _____

NEWS TO CHRG OFFICE



EMPLOYEE WARNING NOTICE FORM

Employee Name: Casey Sommers

Date: 12/29/2020

Supervisor Name: Benn Grenz

Hire Date: 4/15/2019

- 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 12/28/2020

3. Prior Warnings:

12/30/2019 – Final for attendance
1/10/2020 – Written for attendance
1/13/2020 – Written for attendance
3/5/2020 – Verbal for attendance
3/6/2020 – Written for attendance
4/29/2020 – Verbal for attendance
4/30/2020 – Verbal for attendance
5/11/2020 – Verbal for attendance
5/12/2020 – Verbal for attendance
7/6/2020 – Notification for attendance
7/27/2020 – Notification for attendance
7/28/2020 – Verbal for attendance
8/3/2020 – Written for attendance
10/5/2020 – Verbal for attendance
10/6/2020 – Verbal for attendance
11/3/2020 – Written for attendance
11/30/2020 – Written 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.
2 Months from offence is 2/28/2021

Employee Signature: _____ Date: _____

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

Manager's Signature: _____ Date: _____

NCNS to office to sign - Filed on 12/31/2020