

EMPLOYEE WARNING NOTICE FORM



Employee Name: Aguiel Bior

Date: 11/27/23

Supervisor Name: Anthony Dahkle

Hire Date: 8/8/23

- | | | |
|--|---|--|
| <input type="checkbox"/> Verbal Warning | <input checked="" type="checkbox"/> Written Warning | <input type="checkbox"/> Final Warning |
| <input type="checkbox"/> Coaching/Counseling Session | <input type="checkbox"/> Assignment End | <input type="checkbox"/> Termination |

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

- | | |
|---|--|
| <input type="checkbox"/> Tardiness | <input checked="" type="checkbox"/> Insubordination |
| <input type="checkbox"/> Damaged Equipment | <input type="checkbox"/> Failure to Follow Procedure |
| <input type="checkbox"/> Absenteeism | <input type="checkbox"/> Failure to Meet Performance Standards |
| <input checked="" type="checkbox"/> Policy Violation | <input type="checkbox"/> Poor Work Quality |
| <input type="checkbox"/> Falsifying Company Documents | <input type="checkbox"/> Other |

2. Details of Unsatisfactory Behavior/Actions:

On 11/25/23, Aguiel was taking an extended and unexcused break during her shift. She was also spoken to regarding wanting to leave early and after the staff meeting on Wednesday 11/22/23, all employees were notified that the entire crew would be working a longer shift and expected to stay. If the staff had some valid reason, they could not work the entire shift, they should complete a TOR for pre-approval. The staff was expected to stay until all tasks in the facility were completed. She commented back to her supervisor that if they were not done in 15 minutes she was going to leave.

All employees were asked to plan accordingly to accommodate to the workload that was projected. Also, after Aguiel taking unexcused and extended breaks, it prohibited the team from getting the workload done sooner.

3. Prior Warnings:

9/18/23-Written warning for sleeping on the job.

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

If insubordination with attendance and continuing to take extended and unexcused breaks occurs, transferring to another shift with pay decrease and/or up to assignment end.

Employee Signature: Aguiel Bior Date: 11.28.23

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

Manager's Signature: Anthony Dahkle Date: 11/28/23

Kelsey Sikkink

From: Anthony Dahlke <anthony@reichelfoods.com>
Sent: Saturday, November 25, 2023 7:59 AM
To: Kelsey Sikkink
Cc: Jamie Sorensen; Moses Godi
Subject: Aguiel Bior

Follow Up Flag: Flag for follow up
Flag Status: Flagged

Tonight, I had another conversation with Aguiel about her spending extra time in the breakroom to include her break times and extra breaks during the shift. Aguiel also spoke to me at the end of the shift about her wanting to leave for personal reasons. I explained to her that we had a meeting Wednesday night explaining to the entire crew that tonight was going to be a longer night and everyone is expected to stay until all tasks in the facility are completed. Aguiel walked away from the conversation and told me that if we were not done in 15 minutes that she was just going to leave.

Kelsey, can you please speak with her and if everyone agrees, issue her a warning about her excessive break times. It has been explained to her the expectations for all sanitation employees and she has been encouraged to be a help to the team and help in all areas.