



Reichel Foods, Inc. Employee Warning Notice

Handwritten initials and date: AMOS 7-23

Employee Information

Date: 7-20-14
Employee Name: AMOS SWOJIC
Job Title: Sanitation
Manager/Supervisor: DARNIL RAY COOLEY JR

Type of Warning

- Verbal Warning [checked]
Written Warning []
Final Warning []

Type of Offense

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

Details

AMOS was schedule to work on 7-19-14 Saturday. AMOS ask IF we could switch his Saturday to Sunday. I told him IF we can find someone to cover for him then YES that will fin. AMOS could not find anyone to cover for him so he called me and ask IF he could take Saturday OFF. I told him no because I had an employee call in sick. AMOS then call in and said he had an emergency and could not be in. I then ask AMOS to bring in a doctor note. The next day he said I was not go to the ER I had to take a friend to The Cities.

Amos will only call in IF there is a true emergency

Consequences of Further Infractions:

Will result in a written 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.

Employee Signature: Amos Swojic Date: 7/23/14
Manager/Supervisor: Darnil Ray Cooley Jr Date: 7-23-14

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