

Handwritten mark

Handwritten mark



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 12/13/2020

Employee Name: Abdullahi Ali

Job Title: Sanitation

Manager/Supervisor: Anthony Dahlke

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)

Abdullahi called in Friday 12/11/2020 making this his 11th call in during his review period. He has also been tardy 3 times as well. I have spoken to Abdullahi about the number of call ins he has and for him to make a plan of action to be here every scheduled work day. The last plan of action he was given was to go 60 days without a call in and he fell short as his previous call in to the current one was a week prior on 12/4/2020. Abdullahi was spoken to about this the Monday after the last call in on 12/4/2020. His actions have shown no improvement and this is why he is receiving disciplinary action.

Plan for Improvement:

Abdullahi will go 60 days without a call in. Abdullahi will communicate with his supervisor about all weekly scheduling and if he requires a day off it may be scheduled for him to do so so that he does not need to call in. Abdullahi will make sure that he is on time ready to work.

Consequences of Further Infractions:

If further infractions occur, Abdullahi will receive progressive disciplinary action which may include up to termination of position. Abdullahi will understand that if he cannot follow the current plan of actions for improvement that other arrangements will be made for him to transfer to another department if he cannot uphold attendance standards or may also lose position at Reichel Foods.

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.

Abdullahi Ali
Employee Signature

12/13/20
Date

[Signature]
Manager/Supervisor

12/13/20
Date

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