



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 1/22/2025
 Employee Name: Anthony Jones
 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)
 Anthony Jones has been spoken to on several documented occasions about excessive break times. Tonight, Anthony took break at 1:40am and finished his break at 2:54am. Anthony has been spoken to about how long his break was and a plan for improvements.

Plan for Improvement:
 Anthony will start a timer on his phone at the start of his break to go off after 30 minutes to notify him when his break is done. Anthony will also make sure to let his lead know when he is going on break to help with monitoring his break time. *Try to work with lead on taking break at even times to help monitor.*

Consequences of Further Infractions:
 If further infractions occur, Anthony will receive progressive disciplinary action and new plans for improvements will be set with expectations of meeting the break time standard.

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.

Anthony Jones
 Employee Signature _____ Date 1/22/2025
Anthony Dahlke
 Manager/Supervisor _____ Date 1/22/2025
 _____ Date _____
 Witness Signature (if employee understands warning but refuses to sign)