



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 7/11/12
Employee Name: Augustine Munnica
Job Title: Sanitation 1st Shift
Manager/Supervisor: Jamie Sorensen

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)

There have been complaints of Augustine talking too much, interfering with work. Augustine also was told by supervisor, Rick Nelson to go clean up something, more than once and instead of cleaning he was standing around talking. He then grabbed Rick to stop him and talk to him.

Plan for Improvement:

Augustine will not be talking when he should be working. There is time for that on break. If a supervisor asks him to do something, he will do it right away without question. If he ever puts his hands on another employee, he will be terminated.

Consequences of Further Infractions:

Further violations will lead to disciplinary action, which may include termination.

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.

Augustine Munnica
Employee Signature

7-11-12
Date

Jamie Sorensen
Manager/Supervisor

7/11/12
Date

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

Date