



employer solutions staffing group
Leveraging Resources in a Changing Market



August 11, 2014

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Cevastian Vogel
8597 Hillside Trail
Cottage Grove, MN 55016

Dear Mr. Vogel:

On July 31st, you were provided with written warnings regarding your violation of the attendance policy enforced by ESSG/CMG and our client, Northern Tier Bakery. You were given notice that your attendance must immediately improve, however you again violated the attendance policy on the following dates: 8/3/14, 8/7/14.

Unfortunately due to these instances, your employment with Employer Solutions Staffing Group is now terminated effective August 11, 2014. We are aware you are still treating for a work related injury and you should continue attending your appointments and following your doctor's directions. Please continue to keep your claim adjuster updated on your medical appointments and progress. The adjuster assigned to your claim is Jorna Chapple, 763-416-8909. We wish you well in your future endeavors.

Sincerely,

Employer Solutions Staffing Group

I acknowledge receipt of this letter and attached documentation of absences, including previous written warnings issued on 07/25/2014 and 07/31/2014.

X
Employee Signature

DATE 8-11-14

X
ESSG/CMG Representative

DATE 8-11-14



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"your workforce management & staffing experts"

July 31, 2014

Cevastian Vogel
8597 Hillside Trail
Cottage Grove, MN 55016

Dear Mr. Vogel:

Please find the enclosed written warning regarding your attendance. As you are aware, employees are expected to have acceptable attendance records in order to continue their employment with Employer Solutions Staffing Group/Corporate Management Group. Please refer to the enclosed relevant pages from the employee handbook that you received at the start of your employment.

You have missed work on the following dates in the last 30 days: 6/30, 7/23, 7/24, 7/27, 7/28, 7/29, 7/30. Most recently, you left early on the night of July 30, 2014. We are aware of your medical restrictions from 07/11/2014 that allow you to work with the limitations of no lifting more than 10 lbs., and no pushing or pulling more than 25 lbs., and no climbing. The work that is being provided for you is within your medical restrictions. You are expected to report to work each scheduled night and stay for the complete shift.

Please note that in accordance with policy, further absences from your assignment may result in further discipline, including termination. **Your attendance must improve immediately.**

Please do not hesitate to contact me if you have any questions.

Sincerely,
Taylor Barsness
Staffing Specialist/On-Site Representative
Corporate Management Group
Taylor@corpmgmtgroup.com
(952) 277-5227 (Office)
(952) 412-7044 (Cell)

Your **SUPERMOM'S MANAGER** will see that you are trained to do your work and will advise you about your hours of work, rules of attendance and workplace practices. Ask questions when you are not certain about what you are to do or how you are to do it. Then perform your duties efficiently, safely and with initiative.



PAYCHECKS

Your paycheck is available weekly by:

- Mailed
- Delivered to **SuperMom's** (You must tell the **ESSG** office that you want it delivered)

If in the event you are not present or **SuperMom's** is closed for the regularly-scheduled check distribution, you need to make arrangements for pick-up.



OVERTIME

From time to time increased customer orders may indicate a need for you to work overtime to meet these peak demands. Although we may generally honor individual requests concerning overtime, **SuperMom's** reserves the right to schedule mandatory overtime when necessary. Your availability to work overtime as required is a condition of continued employment.

Overtime hours generally will be distributed to those who regularly work with the equipment or process in need of extra time. You will be given as much advance notice as possible when overtime is scheduled. Overtime pay is covered in another section of this Handbook.

Your **SUPERMOM'S MANAGER** will give you as much advance notice as possible about any overtime requirement. Overtime is based on each hour over 40 worked in a regular work week (Thursday-Wednesday).



ATTENDANCE

ESSG and **SUPERMOM'S** need a reliable workforce. When you are on the job and on time each working day, you contribute to the team effort and the continuous workflow. When you are absent or tardy, even for a valid reason, it places an extra burden on other **ESSG Associates/SUPERMOM'S TEAM MEMBERS** and could reduce the quality of the finished product or service at **SUPERMOM'S**.

ESSG Associates are expected to be at their workstations ready to begin work at their assigned starting time. You should return promptly from lunch and break periods. You are also expected to remain on the job during working hours. If you wish to leave the premises for any reason (other than lunch), you must receive permission from your **SUPERMOM'S MANAGER**. Your attendance record is part of your total work record, and could affect your future with **ESSG** and **SUPERMOM'S**.



TARDINESS AND ABSENCE REPORTING

Regular and timely attendance is essential to performing your job.

If you find it necessary to be absent from work due to illness or other emergency, you must call both your ESSG Account Manager at tel. 763.568.4861 and your **SUPERMOM'S MANAGER**. If you reach the voice mail, leave your name, the reason why you will not be reporting for work and a telephone number where you can be reached.

Absenteeism and tardiness are the most common reasons for removal from assignments at SuperMom's. Make it a priority to be on time and at work every day that you are assigned.



SAFETY

Safety is everyone's responsibility. We all benefit when high standards of safety are maintained and observed. You are expected to adhere to all safety standards set forth by **SUPERMOM'S**. As a ESSG Associate, you will be given an orientation of general safety policies. Your **SUPERMOM'S MANAGER** will also explain any job-specific safety policies.

The following are basic **SuperMom's** safety rules:

1. No open-toed shoes should be worn in production areas
2. Use proper lifting techniques or ask for help when lifting or carrying cartons, boxes or other bulky items
3. Know the location of first aid kits and fire extinguishers
4. Good housekeeping is necessary to maintain a safe environment. All **ESSG** associates and **SuperMom's** employees are asked to keep our facilities neat and orderly.



ON-THE-JOB INJURIES & MEDICAL EMERGENCIES

ESSG supports all federal and state OSHA laws and regulations and requires that all injuries -- no matter how slight -- be reported to your ESSG Account Manager and **SUPERMOM'S MANAGER** immediately.

In the event of an injury that requires immediate medical attention, ESSG or **SUPERMOM'S** will make arrangements for you to be transported to receive medical attention. All medical paperwork is to be submitted to your ESSG Account Manager who will then forward it to the ESSG corporate office. ESSG reserves the right to have you examined by a physician. If you are unable to return to your assignment after an injury, you are expected to keep in regular contact with your ESSG Account Manager.

Break rooms:

- ✓ The refrigerators are for storage of your food.
- ✓ Do not put **open containers** in the fridge.
- ✓ Do not eat other people's food.
- ✓ Please clean tables after using.

Respect your coworkers and work areas.

Every area should be left the way you would like to find it!



BEHAVIOR and STANDARDS OF CONDUCT

ESSG and **SUPERMOM'S** have instituted certain rules and regulations to safeguard the interest of all its associates. Refer to your Policies and Procedures Statement. A copy of this statement was shown to you during your orientation. Agreement to abide by these policies and procedures is a condition of your employment with ESSG. Your failure to comply with any of these policies will result in disciplinary action up to, and including, discharge. If you have any questions or concerns about any aspect of your work as an associate, contact your ESSG Account Manager.



CONDITIONS OF EMPLOYMENT

Failure to comply or infractions of the below conditions of employment may result in discipline, up to and including termination of employment.

Attendance /Punctuality

- Absent without a valid reason
- Late for work/leaving early
- Failure to work and/or abuse of overtime
- Carelessness in protecting company information.

Company Property

Improper use and care of physical assets e.g. equipment, facilities, copiers

Safety

- Violating safety practices
- Carelessness
- Safety shoes/glasses
- Misuse of equipment
- Failure to follow procedures

Liquor and Drugs

- The illegal or improper use, distribution, sale, dispensation or possession of any drug on **SUPERMOM'S** property or during work time is prohibited.

Solicitation

- Sale of items on company time is prohibited

RECEIPT OF EMPLOYEE HANDBOOK AND EMPLOYMENT-AT-WILL STATEMENT

This is to acknowledge that I have read the Employer Solutions Staffing Group LLC Temporary Employee Handbook and understand that it sets forth the terms and conditions of my employment as well as the duties, responsibilities and obligations of my employment with the company. I understand and agree that it is my responsibility to abide by the rules, policies and standards set forth in the Handbook.

I also acknowledge that my employment with ESSG is not for a specified period of time and can be terminated at any time for any reason, with or without cause or notice, by me or by the company. I acknowledge that no oral or written statements or representations regarding my employment can alter the foregoing. I also acknowledge that no manager or employee has the authority to enter into an employment agreement, express or implied, providing for employment other than at-will.

I also acknowledge that, except for the policy of at-will employment, ESSG reserves the right to revise, delete and add to the provisions of this Employee Handbook. All such revisions, deletions or additions must be in writing and must be signed by the CEO of the company. No oral statements or representations can change the provisions of this Handbook. I also acknowledge that, except for the policy of at-will employment, terms and conditions of employment with the company may be modified at the sole discretion of the company, with or without cause or notice, at any time. No implied contract concerning any employment-related decision, term of employment or condition of employment can be established by any other statement, conduct, policy or practice.

I understand the foregoing agreement concerning my at-will employment status and the company's right to determine and modify the terms and conditions of employment is the sole and entire agreement between me and ESSG concerning the duration of my employment, the circumstances under which my employment may be terminated and the circumstances under which the terms and conditions of my employment may change. I further understand that this agreement supersedes all prior agreements, understandings and representations concerning my employment with the company.

If I have questions regarding the content or interpretation of this Handbook, I will bring them to the attention of ESSG.

DATE 4-22-14

EMPLOYEE NAME Cristian Vogel
PLEASE PRINT

EMPLOYEE SIGNATURE [Signature]

ESSG REPRESENTATIVE [Signature]



Disciplinary Report Form

Employee name: <u>Ceciliastran Vogel</u>	Hire Date: <u>4/25/14</u>	Job title: <u>Production</u>
Department: <u>Sanitation</u>	Shift: <u>3rd</u>	Supervisor: <u>John Balbon</u>

Offense track: Performance issue Work rule violation **Work rule violated, if any:**

Type of offense: Absenteeism Tardiness Leaving work area without permission Misuse of property/equipment Damaging/Losing property/equipment Using property/equipment for personal use Leaking confidential information Theft or fraud Lying or cheating Falsifying company documents Unsafe behavior Eating in undesignated areas Smoking in undesignated areas Posting items without permission Fighting or creating conflict Spreading gossip Using vulgar language Rudeness Abusiveness Horseplay Indecent behavior Bringing weapon onsite Bringing illegal drugs/alcohol onsite Failing to follow instructions Poor work quality Poor work quantity Refusing to work Sleeping on the job Poor hygiene Poor housekeeping Disregarding dress code Other

X Absenteeism
X Leaving work area without permission

Incident description: (Describe actions, behavior, or incident; date(s); time(s); place(s); witness(es) and his/her observations; impact(s) of actions, behavior, or incident; employee's responses immediately after the incident and other significant conversations; employee's previous related training or counseling; and other relevant facts.)

Employee has missed 5 days at 40 hours & left early 2 days. This is his final notice.

Completed by: 	Date: <u>7/31/14</u>
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(Shaded area to be completed by Human Resources only.)

Progressive step: <input type="checkbox"/> Oral warning* <input type="checkbox"/> Suspension (unpaid) <input type="checkbox"/> Release <input type="checkbox"/> Written reprimand <input type="checkbox"/> Discharge <input type="checkbox"/> Suspension (paid) *File apart from personnel files and copies thereof	Previous warnings: Type: Offense: Date: Type: Offense: Date: Type: Offense: Date:
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Consequence if incident occurs again:

Human Resources Signature(s):	Date:
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Employee statement: I agree with the incident description above. I disagree with the incident description above. Date report presented to employee:

Employee comments: (Attach sheets if necessary.)

Employee acknowledgement: My signature acknowledges that I have received this report and that it has been discussed with me. I understand that my signature is not an admission of the incident or offense. I understand that I may appeal this report by filing a Discipline Complaint Form.

Employee signature: 	Date: <u>8-11-14</u>	Witness signature (if any):	Date: _____
person presenting report:	Date: _____	Signature of	Date: _____



Disciplinary Report Form

Employee name: <u>Cevashan Vogel</u>		Hire Date: <u>4/25/14</u>	Job title: <u>PRODUCTION</u>
Department: <u>Sanitation</u>		Shift: <u>3rd</u>	Supervisor: <u>Jon B.</u>
Offense track: <input type="checkbox"/> Performance issue <input checked="" type="checkbox"/> Work rule violation Work rule violated, if any:			
Type of offense: <input checked="" type="checkbox"/> Absenteeism <input type="checkbox"/> Tardiness <input checked="" type="checkbox"/> Leaving work area without permission <input type="checkbox"/> Misuse of property/equipment <input type="checkbox"/> Damaging/Losing property/equipment <input type="checkbox"/> Using property/equipment for personal use <input type="checkbox"/> Leaking confidential information <input type="checkbox"/> Theft or fraud <input type="checkbox"/> Lying or cheating <input type="checkbox"/> Falsifying company documents <input type="checkbox"/> Unsafe behavior <input type="checkbox"/> Eating in undesignated areas <input type="checkbox"/> Smoking in undesignated areas <input type="checkbox"/> Posting items without permission <input type="checkbox"/> Fighting or creating conflict <input type="checkbox"/> Spreading gossip <input type="checkbox"/> Using vulgar language <input type="checkbox"/> Rudeness <input type="checkbox"/> Abusiveness <input type="checkbox"/> Horseplay <input type="checkbox"/> Indecent behavior <input type="checkbox"/> Bringing weapon onsite <input type="checkbox"/> Bringing illegal drugs/alcohol onsite <input type="checkbox"/> Failing to follow instructions <input type="checkbox"/> Poor work quality <input type="checkbox"/> Poor work quantity <input type="checkbox"/> Refusing to work <input type="checkbox"/> Sleeping on the job <input type="checkbox"/> Poor hygiene <input type="checkbox"/> Poor housekeeping <input type="checkbox"/> Disregarding dress code <input type="checkbox"/> Other <u>X Attendance</u> <u>X leaving work area without permission</u>			
Incident description: (Describe actions, behavior, or incident; date(s); time(s); place(s); witness(es) and his/her observations; impact(s) of actions, behavior, or incident; employee's responses immediately after the incident and other significant conversations; employee's previous related training or counseling; and other relevant facts.) <u>Employee has called in on 4 separate occasions as well as left work early without permission and before work is done.</u>			
Completed by: <u>TAYLOR BARNES</u>		Date: <u>7/25/14</u>	
(Shaded area to be completed by Human Resources only.)			
Progressive step: <input type="checkbox"/> Oral warning* <input type="checkbox"/> Suspension (unpaid) <input type="checkbox"/> Release <input type="checkbox"/> Written reprimand <input type="checkbox"/> Discharge <input type="checkbox"/> Suspension (paid) *File apart from personnel files and copies thereof		Previous warnings: Type: _____ Offense: _____ Date: _____ Type: _____ Offense: _____ Date: _____	
Consequence if incident occurs again:			
Human Resources Signature(s):		Date:	
Employee statement: <input type="checkbox"/> I agree with the incident description above. <input type="checkbox"/> I disagree with the incident description above. Date report presented to employee:			
Employee comments: (Attach sheets if necessary.)			
Employee acknowledgement: My signature acknowledges that I have received this report and that it has been discussed with me. I understand that my signature is not an admission of the incident or offense. I understand that I may appeal this report by filing a Discipline Complaint Form.			
Employee signature: <u>[Signature]</u>		Date: <u>8-11-14</u>	Witness signature (if any): _____
person presenting report: _____		Date: _____	Signature of _____