

Channa Mak grounds for transferring from 2nd to 1st shift-

On 2/12/18 Channa transferred from 1st to 2nd shift due to her tardiness issues on 1st shift. The plan for improvement was to be able for Channa to work on 2nd shift with no tardy issues. There was a possibility for transferring back to 1st shift after there was some improvement with her tardiness.

On 3/9/18 Channa approached Alfonso inquiring if she could move back to 1st shift. Channa will be considered to move back to 1st shift based on the conditions below. These will need to all be met, and consideration will be taken to move back to 1st shift effective 4/30/18.

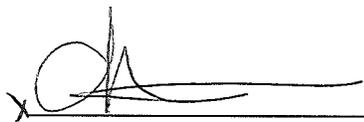
-Channa will not be tardy without pre-approval and enough accrued vacation day to cover the tardy.

-Channa will not exceed the attendance policy.

-Channa will continue to show improvement to her tardiness issues and accrue tardy days back per Reichel Foods policy.

-If and when Channa is approved to transfer back to 1st shift there will be no more accommodations to her tardiness issues. It will be Channa's responsibility to be on time for the start of her shift on 1st shift. If she is unable to meet the required schedule without accruing a tardiness day back per the Reichel Foods policy, her assignment will end.

By Channa signing this form, she understands the terms if she is approved to transfer to 1st shift. Channa has been explained her job responsibilities and her responsibility of being to work on time and not exceeding the tardiness policy. If she does not follow the agreement her assignment at Reichel Foods will end.



Channa Mak

03-13-18

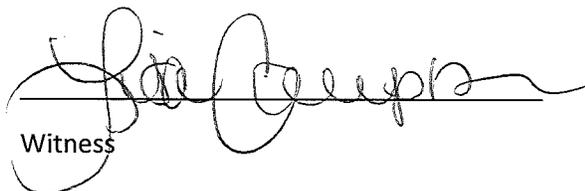
Date



Kelsey Sikkink, CMG Rep

3/13/18

Date



Witness

3/13/18

Date