

Employee Department/Position Change Request Form

Employee Name: CHARLES LEVI

Home Department: FLOW WRAP

New Department: PACKOUT

Reason for Change: Not performing up to standards-

Requested Date: 2/2/17 moving back to
pack-out

Interm Review Due: N/A

Training Needed:

	Date	Initials	Hands On	Issued
JSA's	<u> </u>	<u> </u>		
LOTO	<u> </u>	<u> </u>		
Pallet Jack	<u> </u>	<u> </u>		

Supplies

	Needed	Issued
Tools	<u> </u>	<u> </u>
Boots	<u> </u>	<u> </u>
Safety Glasses	<u> </u>	<u> </u>

Requested by: Nim RAVSCH Production Supervisor Date ~~2/2/17~~ 2/2/17

Approved by: _____ Operations Manager Date _____

Approved by: _____ Human Resources Date _____

Approved by: _____ CMG Date _____

HR ONLY

PRC Applicable? Yes No

Initiated _____ Effective Date: _____

Employee Acknowledgement

I acknowledge that I have received the attached JSA's and understand the safety precautions required to perform this job.

Printed Name: _____

Signature _____ Date _____



Employee Verbal Counseling Form-Incident Report

Employee Name: Charles Levi

Date: 1-13-17

Department: Flow Wrap

Place of incident: Production Floor

Indicate if:

Coaching/Counseling Session

Verbal Reprimand

Summary of incident and/or reason for warning or counseling: There have been conflicts between Charles and Tim Jensen-Flow Wrap Lead Operator in the past few months. In these instances, Charles was spoken to about listening to Tim's instructions. Today-1-13-17 Nick- (Day Shift Supervisor) witnessed Charles yelling at Tim to "get out of his face" on the production floor. A discussion was had with Charles regarding his attitude and respect for the department leads and not to place blame on others. It was decided to send Charles home early today.

Summary of corrective action needed: Charles is expected to come to work and do his job without causing conflict between other employees.

It is expected that the condition noted above will be corrected immediately. In the event this condition is not corrected, or another offense occurs, you will be subject to further disciplinary action, up to and including termination.

Manager Signature

Nick Raizal

Date

1/13/17



EMPLOYEE WARNING NOTICE FORM

Employee Name: Charles Levi

Date: February 9, 2017

Manager Name: Nick Rausch

First Warning Second Warning Other

1. Your behavior/actions have been found unsatisfactory for the following reasons:

- | | |
|--|---|
| <input type="checkbox"/> Tardiness | <input checked="" type="checkbox"/> Insubordination |
| <input type="checkbox"/> Damaged Equipment | <input type="checkbox"/> Failure to Follow Procedure |
| <input type="checkbox"/> Absenteeism | <input checked="" type="checkbox"/> Failure to Meet Performance Standards |
| <input type="checkbox"/> Policy Violation | <input type="checkbox"/> Other |

1. Details of Unsatisfactory Behavior/Actions: Not performing up to company standards and talking back to the supervisor on the production floor when she asked him to increase his speed.

2. The following immediate corrective action must be taken by the employee.

Failure to do so will result in further disciplinary action up to and including termination.

Charles is being sent home again today and he was instructed to call in on Friday to discuss his employment.

Employee Signature: _____ Date: _____

Note: Your signature on this form means that we have discussed the situation(s).

Manager's Signature: Nick Rausch Date: 2/10/17



EMPLOYEE TERMINATION FORM

Employee Name: Charles Levi

Termination Date: 02/09/2017

Reason for Termination:

- Voluntary Resignation
- Policy Violation
- Temporary Layoff
- Job Abandonment
- Permanent Layoff
- Insubordination

Explanation for Dismissal: Charles's continued performance problems and negative attitude have adversely impacted the operations at Branding Iron. He has been counseled about his behavior and ongoing performance problems in an effort to help him perform at an acceptable level. Due to unacceptable conduct and continued performance issues, Charles is being sent home early today and his employment will be terminated effective immediately.

Is this Employee Eligible for Rehire: Yes No

Additional Comments:

Employee Signature: _____ Date: _____

Manager Signature :  _____ Date: 2/9/17