



SCANNED Reichel Foods, Inc.

Employee Warning Notice

AWB
2-20-14

Date: 2-19-14

Employee Name: Dacia Davis

Job Title: Sanitation

Manager/Supervisor: Dacia Davis

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)

Dacia was scheduled to work 2-17-14. Dacia over slept and called in but was on shift on 2-19-14. Dacia called the sick line and said she was in a little later. Dacia never showed up.

Plan for Improvement:

Make it to work when schedule on time

Consequences of Further Infractions:

will result in a final warning and termination

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.

Dacia Davis

2-19-2014

Employee Signature

Date

Dacia Davis

Date

Manager/Supervisor

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

Date