



Reichel Foods, Inc. Employee Warning Notice

Employee Information

Date: 9/21/2021
Employee Name: Dalinna Kheng
Job Title: QA Tech Level 1
Manager/Supervisor: James Littlefield

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)

On Monday, 09/13/21, Dalinna was seen leaving the plant during her shift. She went to her car and drove off site. An hour later she returned with take-out food and re-entered the plant. She was punched in during this time and did not ask for nor receive permission to leave during her shift.

Plan for Improvement:

Dalinna will remain on site during her shift and plan ahead for food needs. If she needs to leave the plant premises, she will contact her supervisor or someone else in her management chair to receive permission and will punch out when not actively working.

Consequences of Further Infractions:

Further infractions will result in a final warning and then either reassignment to a different position or 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.

Kheng Dalinna _____ Date 09 21 21
Employee Signature

[Signature] _____ Date 9-21-21
Manager/Supervisor

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

Ordered by: Name
 Grouped by: Group
 Date range: 09/13/2021 - 09/19/2021

REICHEL FOODS - New

Monday 09/20/2021

8:05a

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TIME CARD REPORT

Group QC Quality Control

Code Name

62240 Kheng, Dalinna

DATE	DAY	CTGY.	START	STOP	HOURS	REG	OT1	OT2	OT3	UNPAID	TOTAL	DOLLARS
09/13/2021	MON	WORK	2:30p IE	11:32p OE	9.05	9.05					9.05	
09/14/2021	TUE	WORK	2:23p IE	12:19a OE	9.95	9.95					9.95	
09/15/2021	WED	WORK	2:22p IE	11:53p OE	9.50	9.50					9.50	
09/16/2021	THU	WORK	3:55p IL	12:22a OE	8.45	8.45					8.45	
09/17/2021	FRI	WORK	2:33p IE	5:59p OE	3.45	3.05	0.40				3.45	
EMPLOYEE TOTALS						40.00	0.40	0.00	0.00	0.00	40.40	0.00

Code Name

02887 Ly, Male

DATE	DAY	CTGY.	START	STOP	HOURS	REG	OT1	OT2	OT3	UNPAID	TOTAL	DOLLARS
09/13/2021	MON	WORK	5:42a IE	2:48p OE	9.10	9.10					9.10	
09/14/2021	TUE	WORK	4:01a IE	2:15p OE	10.25	10.25					10.25	
09/15/2021	WED	WORK	4:00a IE	2:29p OE	10.50	10.50					10.50	
09/16/2021	THU	WORK	4:05a IE	2:16p OE	10.20	10.15	0.05				10.20	
09/17/2021	FRI	WORK	4:04a IE	2:14p OE	10.15	0.00	10.15				10.15	
09/18/2021	SAT	WORK	5:26a IE	1:18p OE	7.85	0.00	7.85				7.85	
09/19/2021	SUN	WORK	4:05a IE	2:16p OE	10.20	0.00	10.20				10.20	
EMPLOYEE TOTALS						40.00	28.25	0.00	0.00	0.00	68.25	0.00

Code Name

62285 Mahamud, Shukri

DATE	DAY	CTGY.	START	STOP	HOURS	REG	OT1	OT2	OT3	UNPAID	TOTAL	DOLLARS
09/13/2021	MON	WORK	4:05a IE	3:05p OL	11.00	11.00					11.00	
09/14/2021	TUE	WORK	4:07a IE	2:27p OE	10.35	10.35					10.35	
09/15/2021	WED	WORK	5:19a IE	2:40p OE	9.35	9.35					9.35	
09/16/2021	THU	WORK	5:09a IE	2:51p OE	9.70	9.30	0.40				9.70	
09/17/2021	FRI	WORK	5:14a IE	10:09a OE	4.90	0.00	4.90				4.90	
09/18/2021	SAT	WORK	4:03a IE	2:32p OE	10.50	0.00	10.50				10.50	
EMPLOYEE TOTALS						40.00	15.80	0.00	0.00	0.00	55.80	0.00

Code Name

42576 Mak, Channa

DATE	DAY	CTGY.	START	STOP	HOURS	REG	OT1	OT2	OT3	UNPAID	TOTAL	DOLLARS
09/13/2021	MON	WORK	2:29p IE	11:32p OE	9.05	9.05					9.05	
09/14/2021	TUE	WORK	3:13p IL	12:20a OE	9.10	9.10					9.10	
09/15/2021	WED	WORK	2:45p IE	12:00a OE	9.25	9.25					9.25	
09/16/2021	THU	WORK	2:38p IE	12:22a OE	9.75	9.75					9.75	
09/17/2021	FRI	WORK	2:36p IE	6:45p OE	4.15	2.85	1.30				4.15	
09/18/2021	SAT	WORK	2:37p IE	11:54p OE	9.30	0.00	9.30				9.30	
09/19/2021	SUN	WORK	2:23p IE	4:04p OE	1.70	0.00	1.70				1.70	
EMPLOYEE TOTALS						40.00	12.30	0.00	0.00	0.00	52.30	0.00





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