



Reichel Foods, Inc. Employee Warning Notice

SQ0014FO

R: 2

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Employee Information

Date: 3/20/2015
Employee Name: Francia Perez
Job Title: QA/Tech
Manager/Supervisor: Luz Pizano

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)

We did not specify a time for Francia to be at work. She did agree to be in production area at least 20 minutes before startup. She was late at most 10 minutes on the following days: January 22, 26, 27, and 28th; February 5, 11, 16, 17, 18, 26, and 27th. She went home early on 2/20/15 due to personal issues.

Plan for Improvement:

Francia has agreed to arrive at 5:40am to begin her shift.

Consequences of Further Infractions:

Consequence based on tardiness policy.

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.

Employee Signature

Date

Manager/Supervisor

Date

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

Date

3-24-15

3/24/15