



August 10, 2017

To: Hoang Chung

RE: Final Letter of Reprimand

This is an official final written letter of reprimand to inform you of your failure to perform the functions of your position with respect to your leads and co-workers.

By this letter, we will also clarify our expectations of you and your interaction with others in your department and workplace. First, it is our expectation that you will focus on your job and the job that is assigned to you and ONLY you. This means you will not tell anyone else what to do or tell them how to do their job. You will not argue with anyone or have any conversation that is not considered professional. You will treat everyone that you come into contact with at work in a helpful and courteous manner. Any instances of speaking loudly and/or angrily to others will not be tolerated. Second, you will not dictate to the lead when you are going on break. You will be given a break time that is beneficial to everyone and you will adhere to the given break time. Finally, refusal to do an assigned task, whether you like the task or not, or doing a task how you think it should be done is considered Insubordination and is unacceptable. You will follow the direction of your supervisor and your lead and complete all assigned tasks with a professional attitude.

In summary, we expect you to act professionally at all times, to work well with others in your department, your supervisor and lead person and to refrain from any non-courteous, insensitive, abusive or disrespectful behavior.

We have counseled you on 4-10-17 and again on 5-10-17 and we have not seen the improvement that was expected. Any further unprofessional behavior by you will not be tolerated. This letter will be the last and final time we discuss these issues with you. Any further instances will result in you being terminated immediately.

I, Hoang Chung, fully understand the contents of this letter and the consequences that will follow if any further instances of Insubordination occur: HOANG

Nick Rausch, Supervisor Nick Rausch

Lori Larson, CMG Representative Lori Larson

This letter is being translated by: Mr. Blech



The Bridge-World Language Center, Inc.
 110 2nd Street S Suite 213
 Waite Park, MN 56387
 Phone: 320-259-9239
 Fax: 320-654-1698

Interpreter Work Order (# 209576)

Appointment Specific Information

Appointment Date: **08/10/2017** Language: **Vietnamese**
 Appointment Time: **09:00 AM**
 Appointment Location: **245 Industrial Blvd Sauk Rapids, MN 56379** Home Visit : **No**
 Appointment Reason : **Employee -Disciplinary Review**
 Purchase Order Number/Division : Rush: **No**
 Requested By: **Lori Larson 320-281-5617**
 Professional Service Provider : **Lori/ Shift Supervisor**
 Notes : **Employee: Hoang Chung . Please check in at Visitor's Entrance**

LEP Person Information

LEP Person : **Group/Individuals 1** Gender :
 Address: **NOT PROVIDED**
 Home Phone : Date of Birth :
 Cell Phone :

Service Facility Information

Facility Name: **Huisken Meats**
 Address: **245 Industrial Blvd, Sauk Rapids, MN 56379**
 Telephone: **320-281-5617**
 Fax: **320-000-0000** Facility Type: **Community**

Sign in Information

Check-in Time: 9:16 Am Check-out Time: 10:13 Am
 Show: **Yes No (circle one)**
 Facility Staff Signature: Lori Larson Date: **08/10/2017**
 Remarks:

Interpreter Information

Interpreter : **Thach, Keosang** MDH Roster ID: **82351**
 Interpreter Signature: Thach Date : **08/10/2017**

Printed 08/03/2017 09:08 AM

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