



SCANNED

SQ0014FO

Reichel Foods, Inc.

R: 2

Employee Warning Notice

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8/15/14

Employee Information

Date: 8/15/2012
 Employee Name: Joe Raygor
 Job Title: Warehouse
 Manager/Supervisor: Benn Grenz

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)
 Joe was talked to and signed a record on 06/11/14 that he was over his unexcused day's for being tardy. Joe then had an additional tardy on 08/13/14 which resulted in a suspension from his duties until the following Monday. The week Joe returned to work he had an additional tardy and another absence. This violates the agreement made in June.

Plan for Improvement:
 Joe must make it until 09/17/14 without having any additional tardy days or absences. In addition Joe is going to work weekend hours 8/23/14 and 8/24/14 to make up his time missed the week of 8/18/14.

M-12 Sat. Joe Absenteeism for Printer & WATER SWITCH.

Consequences of Further Infractions:
 Assignment End

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: 8-22-14
 Manager/Supervisor:
 Date: 8/22/14

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



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Joe Raygor - Att.
 Left early/late = 9
 Sick = 3

CMG Time Management Administration

Employee Attendance

* Required

Employee Information: [Click to Joseph Raygor](#) Create Date: 05/05/2009

Joseph Raygor

* Date: to

* Reason:

* Excused:

* # of hours: (##.##)

Notes:

(64 character limit)

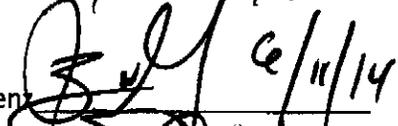
- * Employees
 - List Employees
 - Recruiting Search
- * Clients
 - Locations
 - Add Contact
 - Employee Roster
- * Documents
 - Document Center
- * Timesheet
 - Client List
- * Reports
 - Report Dashboard
- * Home

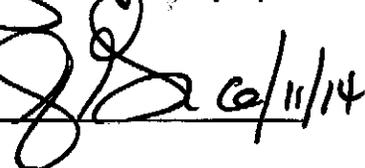
Start	End	Reason/Note	Excused	Hours	Submitted	Entered By	Delete
06/14/2014	06/15/2014	Paid Time Off Sat/Sun Tor-using 15 hours of vacation- Family Reunion	Yes	0.00	05/07/2014	Cordova, Anna	<input checked="" type="checkbox"/>
06/13/2014	06/13/2014	Paid Time Off Tor-using 8 hours of vacation- Family Reunion	Yes	0.00	05/07/2014	Cordova, Anna	<input checked="" type="checkbox"/>
06/05/2014	06/05/2014	Left early	No	1.00	06/05/2014	Sikink, Kelsey	<input checked="" type="checkbox"/>
05/19/2014	05/19/2014	Arrived late	No	0.25	05/20/2014	Sikink, Kelsey	<input checked="" type="checkbox"/>
05/09/2014	05/09/2014	Child daycare issue time off request-unpaid leave	Yes	8.00	05/09/2014	Cordova, Anna	<input checked="" type="checkbox"/>
04/25/2014	04/25/2014	Sick	No	8.00	04/28/2014	Sikink, Kelsey	<input checked="" type="checkbox"/>
04/15/2014	04/15/2014	Arrived late	No	0.25	04/16/2014	Sikink, Kelsey	<input checked="" type="checkbox"/>
04/01/2014	04/01/2014	Sick	No	8.00	04/02/2014	Sikink, Kelsey	<input checked="" type="checkbox"/>
03/21/2014	03/21/2014	Left early unpaid leave; TOR received - appt	Yes	4.00	03/17/2014	Theros, Emily	<input checked="" type="checkbox"/>
03/05/2014	03/07/2014	Vacation paying out 15 hrs vac; no TOR received - trip to TX	Yes	9.00	03/07/2014	Theros, Emily	<input checked="" type="checkbox"/>
02/21/2014	02/21/2014	Weather	Yes	8.00	02/24/2014	Theros, Emily	<input checked="" type="checkbox"/>
02/18/2014	02/18/2014	Arrived late	No	3.00	02/19/2014	Theros, Emily	<input checked="" type="checkbox"/>
01/21/2014	01/21/2014	Sick	No	8.00	01/21/2014	Sikink, Kelsey	<input checked="" type="checkbox"/>
01/21/2014	01/21/2014	Sick TOR RECVD (01/22) unpaid leave-ill	Yes	8.00	01/23/2014	Cordova, Anna	<input checked="" type="checkbox"/>
01/06/2014	01/06/2014	Car trouble TOR rec (01/09/14) using 3 hours of vac- pipes bursted at home	Yes	0.00	01/09/2014	Cordova, Anna	<input checked="" type="checkbox"/>
01/06/2014	01/06/2014	Car trouble	No	8.00	01/07/2014	Sikink, Kelsey	<input checked="" type="checkbox"/>
01/02/2014	01/02/2014	Arrived late	No	2.25	01/03/2014	Sikink, Kelsey	<input checked="" type="checkbox"/>
12/17/2013	12/17/2013	Arrived late	No	0.50	12/18/2013	Sikink, Kelsey	<input checked="" type="checkbox"/>
12/10/2013	12/10/2013	Arrived late	No	0.50	12/11/2013	Sikink, Kelsey	<input checked="" type="checkbox"/>
11/20/2013	11/20/2013	Paid Time Off Other	Yes	4.00	11/25/2013	Sikink, Kelsey	<input checked="" type="checkbox"/>
11/12/2013	11/12/2013	Arrived late	No	1.00	11/13/2013	Cordova, Anna	<input checked="" type="checkbox"/>
11/01/2013	11/01/2013	Child daycare issue paying out vac; time off request received	Yes	4.00	10/22/2013	Theros, Emily	<input checked="" type="checkbox"/>
10/25/2013	10/25/2013	Child daycare issue using 3 hrs vac; time off request received	Yes	0.00	10/22/2013	Theros, Emily	<input checked="" type="checkbox"/>
10/09/2013	10/09/2013	Arrived late day care issues	No	2.00	10/10/2013	Theros, Emily	<input checked="" type="checkbox"/>
09/14/2013	09/15/2013	Other (Sat/Sun) unpaid leave; time off request received - wedding	Yes	0.00	08/22/2013	Theros, Emily	<input checked="" type="checkbox"/>
09/09/2013	09/09/2013	Arrived late	No	1.50	09/10/2013	Theros, Emily	<input checked="" type="checkbox"/>
08/07/2013	08/11/2013	Other paying out vac hrs; time off request received - out of town	Yes	12.00	06/03/2013	Theros, Emily	<input checked="" type="checkbox"/>
08/02/2013	08/02/2013	Child ill	No	3.00	08/05/2013	Theros, Emily	<input checked="" type="checkbox"/>
07/19/2013	07/22/2013	Paid Time Off using 15 hrs vac; time off request received - fam reunion in WI	Yes	0.00	08/02/2013	Theros, Emily	<input checked="" type="checkbox"/>
07/09/2013	07/07/2013	Paid Time Off (Fri-Sun) using 3 hrs vac; time off request received - in WI	Yes	0.00	07/01/2013	Theros, Emily	<input checked="" type="checkbox"/>
06/24/2013	06/24/2013	Sick	No	8.00	06/25/2013	Theros, Emily	<input checked="" type="checkbox"/>
06/07/2013	06/09/2013	Other unpaid leave; time off request received - out of town	Yes	2.00	05/23/2013	Theros, Emily	<input checked="" type="checkbox"/>
05/24/2013	05/24/2013	Other	Yes	0.00	05/09/2013	Theros, Emily	<input checked="" type="checkbox"/>

7/19

On 06/11/14 Ryan Grzanek and I (Benn Grenz) went over Joe's current attendance record year to date. He is over the allowed number of days for unexcused tardiness. We came to the agreement that on his next unexcused tardy Joe will be suspended for 2 days without pay. This agreement will be in effect until 9/19/14.

Joe Raygor 

Benn Grenz  6/11/14

Ryan Grzanek  6/11/14