

# EMPLOYEE WARNING NOTICE FORM



Employee Name: Jerrod Saunders

Date: 8/22/2022

Supervisor Name: Peter Draheim

Hire Date: 2/8/2021

- Verbal Warning                       Written Warning                       Final Warning  
 Coaching/Counseling Session       Assignment End                       Termination

**1. Your behavior/actions have been found unsatisfactory for the following reasons:**

- Tardiness                                       Insubordination  
 Damaged Equipment                       Failure to Follow Procedure  
 Absenteeism                                       Failure to Meet Performance Standards  
 Policy Violation                               Poor Work Quality  
 Falsifying Company Documents       Other

**2. Details of Unsatisfactory Behavior/Actions:**

Finals for attendance on 8/18/2022

**3. Prior Warnings:**

- 9/3/2021- Written for attendance
- 11/3/2021- Verbal for attendance
- 2/28/2022- Notification for attendance
- 3/3/2022- Notification for attendance
- 3/16/2022- Notification for attendance
- 3/24/2022- Verbal for attendance
- 5/6/2022- Written for attendance
- 5/17/2022- Written for attendance
- 6/2/2022- Written for attendance
- 6/15/2022- Written for attendance
- 6/29/2022- Final for attendance
- 7/1/2022- Final for attendance
- 7/5/2022, 7/6/2022, 7/7/2022- Written for attendance

**4. The following immediate corrective action must be taken by the employee.**

Go two months without any unexcused absences or it may result in further disciplinary action.

Employee Signature:  Date: 8-29-22

Note: Your signature on this form means that we have discussed the situation(s).

Manager's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Your **REICHEL FOODS, INC. SUPERVISOR** will give you as much advance notice as possible about any overtime requirement. Overtime is based on each hour over 40 worked in a regular work week (Monday-Sunday). If you are unable to work Saturday and/or Sunday, employee must fill out a Time Off Request form before Thursday and submit to Reichel Foods, Inc. Supervisor for approval. Time Off Requests approved for Saturday and Sunday does not affect your attendance record or vacation usage.



## ATTENDANCE

ESSG and **REICHEL FOODS, INC.** need a reliable workforce. When you are on the job and on time each working day, you contribute to the team effort and the continuous workflow. When you are absent or tardy, even for a valid reason, it places an extra burden on other ESSG Associates/**REICHEL FOODS, INC. TEAM MEMBERS** and could reduce the quality of the finished product or service at **REICHEL FOODS, INC.**

ESSG Associates are expected to be at their workstations ready to begin work at their assigned start time. You are also expected to remain on the job during working hours. If you wish to leave the premises for any reason, you must receive permission from your **REICHEL FOODS, INC. SUPERVISOR**. Your attendance record is part of your total work record, and could affect your future with ESSG and **REICHEL FOODS, INC.**



## TARDINESS AND ABSENCE REPORTING

**Absenteeism and tardiness are the most common reasons for removal from assignments at Reichel Foods, Inc. Make it a priority to be on time and at work every day that you are assigned.**

In the event you are unable to be at work or will be tardy, you are expected to call the Absent and Tardy Phone Line before the start of your shift, or, in the case of any emergency, as soon as possible. The telephone number for the Absent and Tardy Phone Line is: (507) 923-4957. Attendance and punctuality are of great importance to our company and our customers. As an employee, your contribution to the success of the organization is very important. Absenteeism and tardiness place a burden on other employees, on the overall operations of the business, and most importantly on our customers. While the company recognizes that there are times that necessitate being away from your assigned duties, each employee must appropriately balance the needs of the business with their personal needs. To ensure a consistent application, the following policies have been established. These policies are intended to further clarify and define the attendance/punctuality expectations that are outlined in the Employee Handbook.

Because it is our desire to build a responsible workforce, we have chosen to implement a "No Fault" attendance policy. With this policy, employees need not bring in excuses. All absences and tardies are recordable for purposes of determining excessive absenteeism or tardiness under this policy. Absences resulting from conditions that are determined to qualify for leave under the federal Family and Medical Leave Act (FMLA) are not counted as absences under the