



Disciplinary Report Form

Employee name: Jason Molitor	Hire Date: 9/2/14	Job title: Warehouse
Department: DC	Shift: 2nd	Supervisor: Benn Grenz

Offense track: Performance issue Work rule violation, **Work rule violated, if any:**

Type of offense: Absenteeism Tardiness Misuse of property/equipment Using property/equipment for personal use Leaking confidential information Theft or fraud Lying or cheating Falsifying company documents Unsafe behavior Eating in undesignated areas Smoking in undesignated areas Posting items without permission Spreading gossip Using vulgar language Horseplay Indecent behavior Bringing weapon onsite Bringing illegal drugs/alcohol onsite Failing to follow instructions Poor work quality Poor work quantity Refusing to work Sleeping on the job Poor hygiene Poor housekeeping Disregarding dress code Other Disruption in the work place Threatening or creating conflict w/ coworkers

Using vulgar language
 Rudeness to co-workers

Incident description: (Describe actions, behavior, or incident; date(s); time(s); place(s); witness(es) and his/her observations; impact(s) of actions, behavior, or incident; employee's responses immediately after the incident and other significant conversations; employee's previous related training or counseling; and other relevant facts.)

Incident on 12/4/14. See documentation from Jeremy Meyer on 12/4/14.

Completed by: Kelsey Sikkink

Date:
12/5/14

(Shaded area to be completed by Human Resources only.)

Progressive step: Oral warning* Suspension (unpaid) Written reprimand Release Suspension (paid) *File apart from personnel files and copies thereof

Terminate

Previous warnings: Type: Offense: Date: Type: Offense: Date: Type: Offense: Date:

Final warning 11/11/14
 Verbal warning 11/5/14

Consequence if incident occurs again: N/A

Human Resources Signature(s):

Kelsey Sikkink

Date: 12/5/14

Employee statement: I agree with the incident description above. I disagree with the incident description above. **Date report presented to employee:**

Employee comments: (Attach sheets if necessary.)

Employee acknowledgement: My signature acknowledges that I have received this report and that it has been discussed with me. I understand that my signature is not an admission of the incident or offense. I understand that I may appeal this report by filing a Discipline Complaint Form.

Employee signature: *Jason Molitor*
Witness signature (if any): _____
Signature of person presenting report: *Kelsey Sikkink*

Date: 12/5/14
Date: _____
Date: 12/5/14

Benn Grenz

From: Jeremy Meyer
Sent: Thursday, December 04, 2014 8:36 PM
To: Benn Grenz; Ryan Grzanek
Subject: Jason Molitor

Jason, Paul, Marvin, Trayton, and I were all in the office. Marvin started the coastal paperwork with the help of Trayton. Paul asked Jason to finish helping Marvin with the paperwork. Jason began making copies of the BOL's. I told Trayton and Paul to start doing the paperwork for the last 2 Walmart trucks. When Paul and Trayton were done with the paperwork and about to put the paperwork in the mailbox, take the lock off the trailers, and put the seals on, Jason said "thanks for making me do everything you guys are a bunch of worthless fucks". I then said "that is very disrespectful to tell your coworkers, they just got finished doing the paperwork for the 2 Walmart trucks". Jason then said "no one works as a team and I have to do everything". "You guys just go home and I will do everything". Jason had paperwork to do today. I told Trayton to do the last trailer check and told Paul to help Jason with the shift summary. They left to do the paperwork while Jason finished the Coastal paperwork. I took some paperwork up to the mail boxes. When I came back Jason was sweeping. Paul came into the office and said "I tried helping him with the shift summary but he kept freaking out saying he will do it and you should just go home". After Trayton and Paul left, I spoke with Jason in the office. Jason kept saying "I probably just shouldn't come to work tomorrow because I will probably be fired". "Should I come to work tomorrow or am I going to be fired"? I told him "if you bring the attitude you just gave to your coworkers to work tomorrow, you shouldn't". "Otherwise you can work 11-7 or 10-6". Jason then said "I shouldn't even say anything because you and Benn don't do anything about it anyway". I said "about what"? Jason said "about those other guys saying stuff to me and disrespecting me." I told Jason "what are they saying to you and how are they disrespecting you". Jason said "just little things all the time". I said "like what"? Jason said "just little things all the time, I don't remember". I told Jason "we can't help you unless you can tell us at least a little that was said or how they are disrespecting you". Jason said "I don't remember". I told Jason "think about it tonight and we will talk about it more tomorrow when you are clear headed". Jason then said "there is nothing to talk about". I told Jason "if your co-worker are disrespecting you, that's what needs to be talked about". Jason said "there is nothing to talk about". I told him "go home, think about it, and we can talk about it tomorrow". Jason then punched out and left.

Thank you,

Jeremy Meyer
Warehouse Supervisor
Reichel Foods Inc.
Phone 507-923-5505
jeremy@reichelfoods.com



Jeremy Meyer

From: Jeremy Meyer
Sent: Wednesday, November 05, 2014 8:49 PM
To: Jeremy Meyer
Subject: Paul Cockrell, Jason Molitor

On 11/04/14 at around 4:45PM I was writing out ltl's in the office and I heard Jason yelling. At this point I did not know what was said or who he was yelling at. Just when I was going to investigate what happened, Paul and Trayton came into the office. Both Paul and Trayton stated Jason was yelling at Paul and called Paul "A fucking fat ass". Paul and Trayton said Jason just blew up at Paul for no reason.

I had Jason come into the office to hear his side of the story. Jason stated that Paul has been picking on him by telling him he is slow at building and that Jason needs to build faster. Jason stated to me that this is only because Paul and Trayton won't help build with him but will help each other build. I told Jason that he cannot be yelling, name calling, and/or cussing at employees, and that any further occurrences will result in a write up. I also stated this negative behavior causes a bad work environment for other employees. He then stated that he has been just letting it build up and that's why he ended up blowing up. I told him from now on he needs to come to me to express and talk about any issues immediately after they occur. Jason told me that he understands, he said he was sorry, and that it won't happen again.

I had Paul and Trayton come back into the office after their breaks to talk about the situation. I told them Jason's blow up was not going to happen again, but in the future they need to be more respectful of other employees by not name calling, picking on them, or telling them they are slow. I then mentioned that any further incidents involving degrading behavior toward other employees will result in a write up. Trayton and Paul both said they understood and that they will not tell Jason he is slow anymore, or degrade him.

Thank you,

Jeremy Meyer
Warehouse Supervisor
Reichel Foods Inc.
Phone 507-923-5505
jeremy@reichelfoods.com



On 11/10/14 at about 9PM I heard Trayton yell out in the warehouse "shut the fuck up". I had Trayton come into the office and he stated he said that because Jason Molitor kept saying "you're fucking stupid, I want to punch you in the face", because Trayton was asking Jason to put a couple pallets of yogurt into a certain rack. I told Trayton that "I know that can irritate someone being told that, but I need you not to disrespect your co-worker like that". I proceeded to tell Trayton "come in and speak to me next time you have any issues and/or feel disrespected". I told Trayton "I will speak with Jason, this will be your verbal unwritten warning, next time it will be a more severe warning". Trayton said "I will come to you right away when something like this happens".

When Jason came into the office, he explained to me that "Trayton has been saying little rude comments all day and I just let it build up until I finally blew up". I told Jason "next time you even start feeling disrespected and/ or harassed, it need to be brought to me right away instead of letting it build up". "Speaking to anyone like that is very inappropriate and it will not happen again". I said "the next time you speak to someone like that at work, there will at least be a more severe warning". Jason said "I agree and I am sorry".



Reichel Foods, Inc.

Employee Warning Notice

SQ0014FO

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Employee Information

Date: 11/11/2014
Employee Name: Jason Molitor
Job Title: WHSE
Manager/Supervisor: Benn Grenz/Jeremy Meyer

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)

There was an argument between Trayton and Jason about moving a couple pallets of yogurt. Jason began telling Trayton "you're fucking stupid. I am going to punch you in the face". After Jason repeating "I am going to punch you in the face" multiple times, Trayton replied "shut the fuck up", which Jeremy Meyer heard in the office. The incident occurred on 11/10/14 at around 9PM. Paul Cockrell witnessed the incident. Both Trayton and Jason described the situation identically.

Plan for Improvement:

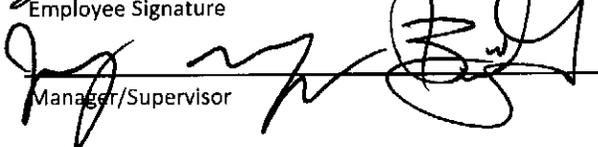
Treat every person with respect, and notify a supervisor/manager right away if there are any issues instead of escalating the situation by yelling, swearing, or any kind of disrespecting gestures or remarks.

Consequences of Further Infractions:

Further warnings and up to 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

Manager/Supervisor

11/11/14
Date
11/11/14 11/11/14
Date

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

Date