



Reichel Foods, Inc. Employee Warning Notice

SQ0014FO

R: 2

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Employee Information

Date: 12/22/2014
Employee Name: Jennifer Sanchez
Job Title: GMP Monitor
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)

Jennifer has been late on several occasions, most recently on 12/21/14, she got here at 8:10am 40 minutes late, she is scheduled to be here at 5:30am for the the week of 12/15/14-12/21/14. On 12/15 she arrived at 6:27am (57 minutes late), on 12/16 she arrived at 5:32am (2 minutes late), 12/17 she arrived at 6am (30 minutes late), 12/18 she arrived at 6:37am (1 hour and 7 minutes late), 12/19 she arrived at 6:13am (43 minutes late), and 12/20 she arrived at 6:11am (41 minutes late), this behavior is unacceptable and will not be tolerated. I also noticed that she signed off on the Daily line sanitizing log for 7:45am and 7:55am (she didnt arrive until 8am). She did say she may have accidentally signed off without paying attention to the time. It was brought to my attention that she talks to warehouse employees instead of monitoring for GMPs and hand washing. It is very critical for hand washing every day in the production world.

Plan for Improvement:

Jennifer has agreed to arrive on time every day for the next 30 days, I spoke to her about the importance of checking what she is initialing off on because someone could take it as a form of document falsification. She will pay more attention to anything she is to sign off on in the future. She will keep unecessary talking/conversations at a minimum while she is working in the production areas and save that for her scheduled breaks.

Consequences of Further Infractions:

Further infractions will result in a written warning and/or termination of employment.

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.

Jennifer Sanchez 12/22/14
Employee Signature Date
Luz E Pizano 12/22/14
Manager/Supervisor Date

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

Daily Line Sanitizing Log

Document on a daily basis the sanitizing of the lines at start of shift, break time, and between shifts.

This documentation should have date, time of sanitizing, line being sanitized, initials of the person doing the sanitizing, and the solution strength of the sanitizer being used.

GMP Monitor initials are required ONLY on Line Sanitizing. If no GMP Monitor is available then a Supervisor or designee will initial. **Hydroxysan Concentration range for product contact no-rinse sanitizing should be between 82 ppm - 197 ppm**

First shift should start a new sheet with 2nd shift turning it in to QA at the end of the shift.

Sanitize all Zone 1 areas of the line after all product/product debris is off the line.

Date	Time	Area	Solution Strength	Passage applied under conveyor #1 of the line	Sanitation Initials	Verification Initials
12-21-14	7:45 Am	MV1	130PPM	NO	JK	SM
12-21-14	7:55 Am	ORCS6	130PPM	NO	JK	SM
12-21-14	8:30 Am	Hydroxysan	130PPM	NO	JK	SM
12-21-14	8:40 Am	MV1	130PPM	NO	JK	SM
12-21-14	8:50 Am	ORCS6	130PPM	NO	JK	SM
12-21-14	9:00 Am	MV2	130PPM	NO	JK	SM
12-21-14	9:30 Am	ORCS6	130PPM	NO	JK	SM
12-21-14	9:35 Am	Mat MV2 Slicers	1000PPM	NO	JK	SM/
12-21-14	10:00 Am	MV1	130PPM	NO	JK	SM
12-21-14	10:30 Am	ORCS6	130PPM	NO	JK	SM
12-21-14	11:00 Am	MV1	130PPM	Yes	JK	SM
12-21-14	11:20 Am	Quat Entrance	N/A	NO	JK	SM
12-21-14	11:35 Am	ORCS6	130PPM	Yes	JK	SM
12-21-14	12:00 Pm	MV1	130PPM	NO	JK	SM
12-21-14	12:30 Pm	ORCS6	130PPM	NO	JK	SM
12-21-14	1:50 Pm	Mat MV2 Slicers	1000PPM	NO	JK	SM/
12-21-14	1:00 Pm	Siccotron	17.1 PPM	NO	JK	
12-21-14	1:15 Pm	MV1	130PPM	NO	JK	SM
12-21-14	1:30 Pm	ORCS6	130PPM	NO	JK	SM
12-21-14	2:00 Pm	MV1	130PPM	NO	JK	SM

EMPLOYEE TOTALS 40.00 24.30 0.00 0.00 0.00 64.30 0.00

Code Name

41650 Sanchez, Jennifer

<u>DATE</u>	<u>DAY</u>	<u>CTGY.</u>	<u>START</u>	<u>STOP</u>	<u>HOURS</u>	<u>REG</u>	<u>OT1</u>	<u>OT2</u>	<u>OT3</u>	<u>UNPAID</u>	<u>TOTAL</u>	<u>DOLLARS</u>
12/15/2014	MON	WORK	6:27a IL	2:35p OE	8.15	8.15					8.15	
12/16/2014	TUE	WORK	5:32a IE	2:16p OE	8.75	8.75					8.75	
12/17/2014	WED	WORK	6:00a	2:36p OE	8.60	8.60					8.60	
12/18/2014	THU	WORK	6:37a IL	2:42p OE	8.10	8.10					8.10	
12/19/2014	FRI	WORK	6:13a IL	2:23p OE	8.15	6.40	1.75				8.15	
12/20/2014	SAT	WORK	6:11a IL	2:13p OE	8.05	0.00	8.05				8.05	
12/21/2014	SUN	WORK	8:10a IL	2:51p OE	6.70	0.00	6.70				6.70	
EMPLOYEE TOTALS						40.00	16.50	0.00	0.00	0.00	56.50	0.00