

Reichel Foods, Inc



Employee Warning Notice

Employee Information

Employee Name: Jim Scooped Date: 4/20/11
Employee ID: _____ Job Title: Production Worker
Manager: Jamie Sorensen Department: 2nd shift Hamel

Type of Warning

First Warning Second 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: No call no show

Details

Description of Infraction: multiple unexcused absences from being sick and from vehicle breaking down. The employee originally was calling in but then stopped calling the last few days. He missed eight days in a row.

Plan for Improvement: Employee purchased a new vehicle. Employee will call and keep contact everyday if out of work. Employee will not be missing work in the next 90 days or there may be possible disciplinary actions taken. - See other side

Consequences of Further Infractions: Employee may be subject to suspension 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 have discussed the warning and a plan for improvement. Signing this form does not necessarily indicate that you agree with this warning.

Jim Scooped
Employee Signature
Jamie Sorensen
Manager Signature

4/20/11
Date
4/20/11
Date

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

Date

* Employee said he went to the doctor the week before this, but was unable to produce the doctor's excuse. When I called him on the 18th, he then went to the doctor later that day and brought me a new excuse in.

James J.