



Reichel Foods, Inc.

Employee Warning Notice

SQ0014FO

R: 2

Page 1 of 1

Employee Information

Date: 1-26-16
Employee Name: Kanneka Stosh
Job Title: Sanitation
Manager/Supervisor: Doreen Ray Contreras

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)

Kanneka has been told many times about her attendance and tardiness at work. Kanneka was aware she needed to make improvements on her punctuality and attendance. On 1-21-16 Kanneka text her supervisor @ 10:05pm saying she had an upset stomach and if it gets better she will come in to work. Kanneka never called her supervisor back.

Plan for Improvement:

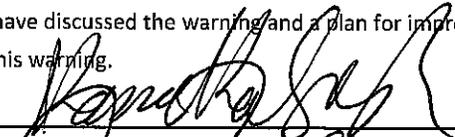
Kanneka will continue to work on her attendance and punctuality. She will reread what she wrote to improve on her attendance and implement.

Consequences of Further Infractions:

Could result to a suspension or final warning

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: # 1-26-16

Manager/Supervisor:  Date: 1-26-16

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

Darryl Conley

From: Kelsey Sikkink <Kelsey@corpmgmtgroup.com>
Sent: Monday, January 25, 2016 8:30 AM
To: Darryl Conley
Subject: RE: Kanneks S.

Follow Up Flag: Follow up
Flag Status: Flagged

Here you go-

HD-5/26/10

1/21/16-sick
12/16/15-sick
12/14/15-sick
6/28/15-sick
6/1/15-sick

Tardiness-

In the last year she has been tardy 18 times. We have addressed and I believe you have as well.

Thank you,
Kelsey Sikkink
CMG Client Services Manager
507-923-0366
507-923-4955



"your workforce management & staffing experts"

From: Darryl Conley [<mailto:Darryl@reichelfoods.com>]
Sent: Saturday, January 23, 2016 11:26 PM
To: Kelsey Sikkink
Subject: Kanneks S.

Hi Kelsey

Can I get Kanneka Srosh attendance log pls

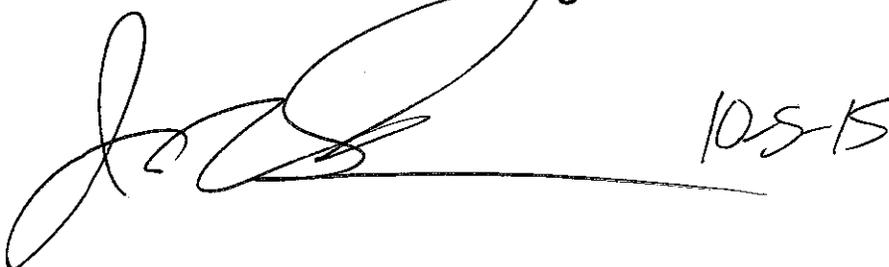
10/5/15

Coaching Session with Kanneka Srosh

I, Jamie Sorensen, Sanitation Manager spoke with Kanneka from 10:31pm-11:04pm tonight going over a couple different issues that have come up lately. First, she has been repeatedly late for work and has multiple warnings from her staffing agency as being addressed by her Supervisors. The main reason stated by Kanneka for being tardy is that it takes her a long time sometimes to get herself and her daughter ready to go. Kanneka said she will attempt to solve this issue by getting ready earlier in the evening, so this issue should be eliminated. Her progress will be monitored over the next 60 days, to see if this solution works or if there is a need for further coaching or disciplinary.

Next, Kanneka was found to mix a chemical solution for fogging a production room, without testing the concentration of said solution beforehand to ensure that it was mixed within required limits. The Supervisor tested the solution after the fact and found it was much higher than required by our procedures. This potentially could have cause a hazardous situation. Kanneka knows she needs to follow all procedures at all times and says this will never happen again. She will always test concentrations of solutions that she mixes before using or whenever else required. If this happens again, Kanneka will face further disciplinary action.

Jamie Sorensen Sanitation Manager



10S-15