



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 2-12-16
Employee Name: Kanneka Srosh
Job Title: Sanitation
Manager/Supervisor: Darryl Ray Conley Jr

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 Srosh has been talked to again about her attendance and tardiness and what she needs to improve on. Since our last talk on 1-26-16 Kanneka has called in sick on 2/9 and she was late on 2/10. This puts her over the limit for the CMG attendance policy.

Plan for Improvement:
Kanneka will have to go 4 months without calling in or being late for work

Consequences of Further Infractions:
Will be moved to 1st or 2nd shift. If this continues with shift change could result to end assignment.

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 Kanneka Srosh Date 2-12-16

Manager/Supervisor Darryl Ray Conley Jr Date 2-12-16

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