



Reichel Foods, Inc. Employee Warning Notice

SQ0014FO

R: 2

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Employee Information

Date: 09/07/2013

Employee Name:

Kim J Sokphal

Job Title:

slicing/tumbler room

Manager/Supervisor:

Cameron Johnston

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)

Kim has been tardy once a week for the last month, (08/05/13, 08/13/13, 08/26/13, 09/07/13) which doesn't sound to terrible but it makes a difference especially when someone calls in sick or has a scheduled day off.

Plan for Improvement:

Kim is a good employee and co-worker but really needs to focus on his punctuality, you show up everyday & it's much appreciated but we need you to be hear on time everyday going forward!

Consequences of Further Infractions:

write up, final write up, termination!

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

9-7-13

Date

9-7-13

Date

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

Date