



Reichel Foods, Inc.

Employee Warning Notice

SQ0014FO

R: 2

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Employee Information

Date: 10/29/12
Employee Name: Luis Garcia
Job Title: Sanitation
Manager/Supervisor: Jamie Sorenson

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)

Luis did not show up for work on 10-21-12. On 10-22-12 he called in sick for 10-22 and 10-21. This is unacceptable, 10-21-12 is consider a "no call no show". On 10-27-12, Luis was late for work and did not show up until 12:30am. When asked on 10-29-12 why he wasn't here on 10-21-12, Luis said "I don't know, I think I overslept."

Plan for Improvement:

If employee has an emergency and cannot make it to work on time or at all, Reichel Foods will notified as soon as possible. Luis will show up on time and not miss work, unless approved, for the next 60 days.

Consequences of Further Infractions:

If Luis has another "No call No show", his employment will be terminated. If tardiness or unexcused absences keep occurring, Luis will face further disciplinary action.

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.

Luis Garcia
Employee Signature

10-29-12
Date

Jamie Sorenson
Manager/Supervisor

10-29-12
Date

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

Date

[Handwritten signature]