



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 1/29/2016
Employee Name: Mitchell Pollitt
Job Title: Warehouse
Manager/Supervisor: Benn Grenz

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

Mitchell's Attendance has been the following:
12/29/15 Sick (Written For Attendance)
01/13/16 Left Early
01/14/16 Sick (Final for Attendance)
01/27/16 Left Early (Sick)
01/28/16 Left Early (Sick)

Plan for Improvement:

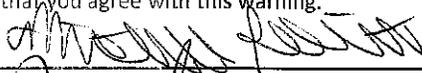
Mitchell will need to make it the next 4 months without having any call in/tardy occurrences on his attendance in order to accrue more days on his attendance. Mitchell is also over his vacation time for the year and will need to wait until his 2016 year end review. Mitchell had also went to his manager for ask for a 1/2 day and was informed that he did not have any additional time off. The following day he went to he supervisor and requested a day off. In the future for any time off approvals he will need to go to his manager.

Consequences of Further Infractions:

Consequences of further infraction include assignment end.

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 2/3/16

Manager/Supervisor _____ Date 2/3/16

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

Date



Reichel Foods, Inc. Employee Warning Notice

Employee Information	
Date:	1/29/2016
Employee Name:	Mitchell, Polite
Job Title:	Dist Center Warehouse Worker
Manager/Supervisor:	Benn Grenz

Verbal Warning	<input type="checkbox"/>
Written Warning	<input type="checkbox"/>
Final Warning	<input checked="" type="checkbox"/>

Type of Offense	
Tardiness/Leaving Early	<input checked="" type="checkbox"/>
Absenteeism	<input type="checkbox"/>
Violation of Company Policies	<input type="checkbox"/>
Substandard Work	<input type="checkbox"/>
Violation of Safety Rules	<input type="checkbox"/>
Rudeness to Customers/Coworkers	<input type="checkbox"/>
Other	<input type="checkbox"/>

Details

Description of Incident (Describe incident and list the date, time, and any witnesses present)

Mitchells attendance has been the following:
 12/29/2015 Sick Written for attendance
 01/13/2016 Left early
 01/14/2016 Sick Final for attendance
 01/26/16 TOR Other Unpaid Leave TOR Recvd
 01/27/16 Left Early (Sick)
 01/28/16 Left Early (Sick)
 02/19/2016 02/26/2016 Other Unpaid Leave TOR Recvd

Plan for Improvement:

Mitchell will need to make it the next 4 months without have any call in/tardy occurrences on his attendance in order to accrue more days on his attendance. Mitchell also is over his vacation time for the year and will need to wait until his 2016 year end review.

Consequences of Further Infractions:

Consequences of further infractions include assignment and

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: *[Handwritten Signature]*
 Manager/Supervisor: *[Handwritten Signature]*

Date: 1-29-16
 Date: 1/29/16

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

Date