



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 8-29-12
 Employee Name: Margaret Benson
 Job Title: 1st Shift 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)

Margaret's job is to sanitize the production lines at break time. At 9:30am on August 22nd, Margaret went into Multivac 2 room. She squeeged the floors, did the garbage, sanitized laundry line but forgot to sanitize the Multivac 2 line. She also filled out the Daily Sanitation Log stating that she did sanitize the Multivac line. →

Plan for Improvement:

Margaret will communicate with the production supervisors and/or any personnel that would coordinate what time lines need to be sanitized. She will slow down and take her time to do her job correctly. She will fill out all necessary paperwork accurately at all times.

Consequences of Further Infractions:

If there is a similar infraction, Margaret Benson's employment will be terminated.

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.

Margaret Benson
 Employee Signature

8-29-12
 Date

Jamie Sorenson
 Manager/Supervisor

8-29-12
 Date

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

Date

ok