



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 1/28/2016
Employee Name: Maria Elena Negrón
Job Title: Hormel QA Technician
Manager/Supervisor: Luz Pizano

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)

On 1/26/16 Jeff Spoke to Maria about excessive chatting with other employees. On 1/27/16 Maria emailed QA Supervisor and Manager of issues and didn't notify the Production Supervisor or sanitation right away. On 1/27/16 Jeff spoke to Maria again regarding too much chatting while working.

Plan for Improvement:

Maria will refrain from speaking with other employees while working. If another employee is busy doing daily duties and tasks, Maria will not speak to them, this behavior is disruptive and counterproductive to other employees. This keeps them from doing their work efficiently. Maria will also inform Production Supervisor and/or QA Lead of any deficiencies right away; if something requires immediate attention.

Consequences of Further Infractions:

This Behavior is inappropriate and disruptive for the position held, if behavior continues, Maria will be transferred back to her original position.

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.

Maria E. Negrón _____ 1/28/16
Employee Signature Date

Luz E. Pizano _____ 1/28/2016
Manager/Supervisor Date

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

Kendra Lunt

From: Phuy Vorng Chi
Sent: Wednesday, January 27, 2016 11:27 AM
To: Kendra Lunt; HormelQA; Luz Pizano
Subject: RE: Products

She didn't notify me at all, but I just cleaned up.

Thank You,

Phuy Vorng Chi
Production Supervisor /Co-Packing

Reichel Foods, Inc. | 3706 Enterprise Drive SW | Rochester MN, 55902 | Phone: 507.289.7264 | Fax: 507.289.6552 |
www.reichelfoods.com

From: Kendra Lunt
Sent: Wednesday, January 27, 2016 10:53 AM
To: HormelQA; Luz Pizano
Cc: Phuy Vorng Chi
Subject: RE: Products

Maria,

Did you notify Supervisor yet or Rosa? They can get this cleaned up.

Thanks,

Kendra Lunt
Quality Assurance Manager

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From: elenanegron78 [<mailto:elenanegron78@gmail.com>]
Sent: Wednesday, January 27, 2016 10:15 AM
To: Kendra Lunt; Luz Pizano
Subject: Products

Good morning, all this product is in the floor and the bucket are full. Can you talk with the supervisor that say ti the employer that clean the bucket and take all the product for the fillor before they go to the break. Thank you
Elena Negrón

Sent from my Sprint Samsung Galaxy® Note 4.