

Tristate Warehouse 90 Day Standards and Expectations

Matt Krause has been working below our expectations and standards leading up to today (05/22/24). Matt is averaging 1-2 pallets built per hour when building and our expectations and standards are for employees to be able to complete a minimum of 3 pallets per hour when building. During the building process we also need to see a maximum of 1 pallet built wrong per day and Matt is averaging 2 per day. Matt is also struggling while inspecting pallets for meeting customer standards while staging finish pallets on the floor and/or in the racking. On 05/02/24, Matt was inspecting pallets for accuracy and missed 5 pallets in which the customer requires the product to be placed on chep pallets. Then on 05/09/24, during the inspection and staging process, it was noticed that he missed an additional 7 pallets that required to be on chep pallets.

Here is a list of expectations and standards that we need to see Matt achieve by 06/05/24 and maintain otherwise Matt will be transferred to another position with a pay reduction.

- 1) Matt will build a minimum of 3 pallets per hour when he is assigned to building orders.
- 2) Matt will average less than 1 building mistake per day.
- 3) Matt will average less than 1 customer standard mistake per day while inspecting and staging finished orders.
- 4) Matt will stage, inspect, and make sure pallets are on the correct customer standard pallets in a timely manner.
 - a) LTL staging in racking should take an average of no more than 4 minutes per pallet. This time includes correct customer standard pallet transfers.
 - b) Walmart staging in racking should take an average of no more than 2.5 minutes per pallet. This time includes correct customer standard pallet transfers.
 - c) LTL staging on the floor should take an average of no more than 3 minutes per pallet. This time includes correct customer standard pallet transfers.
 - d) Walmart staging on the floor should take an average of no more than 1.5 minutes per pallet. This time includes correct customer standard pallet transfers.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Matt Krause 5/22/24
[Signature] 5/22/24