



Reichel Foods, Inc.
Employee Warning Notice

Employee Information

Date: 6/18/12
Employee Name: Nate Barnett
Job Title: Production (Mc worker)
Manager/Supervisor: Jamie Somers

Type of Warning

- Verbal Warning [checked]
Written Warning [ ]
Final Warning [ ]

Type of Offense

- Tardiness/Leaving Early [checked]
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)
Within the last seven days of work, this employee has been tardy three times, ranging from five minutes to one hour. Employee has been addressed multiple times. Today when asked why he was late, Nate said "I don't even know!"

Plan for Improvement:
The south plant is where the employee wants to work because it is closer to his home. In the meantime, the employee will set his alarm earlier to make sure enough time is allowed to be to work on time.

Consequences of Further Infractions:
Next step of the process will be a written warning. If he is tardy in the next 14 days.

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: [Signature] Date: 5/18/12
Manager/Supervisor: [Signature] Date: 5/18/12

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