



Disciplinary Report Form

Employee name: <i>Patricia Sarah Cruz</i>	Hire Date:	Job title: <i>Production</i>
Department: <i>Orics 6</i>	Shift: <i>1st</i>	Supervisor: <i>Isabel Martinez</i>

Offense track: Performance issue Work rule violation **Work rule violated, if any:**

Type of offense: Absenteeism Tardiness Leaving work area without permission Misuse of property/equipment Damaging/Losing property/equipment Using property/equipment for personal use Leaking confidential information Theft or fraud Lying or cheating Falsifying company documents Unsafe behavior Eating in undesignated areas Smoking in undesignated areas Posting items without permission Fighting or creating conflict Spreading gossip Using vulgar language Rudeness Abusiveness Horseplay Indecent behavior Bringing weapon onsite Bringing illegal drugs/alcohol onsite Failing to follow instructions Poor work quality Poor work quantity Refusing to work Sleeping on the job Poor hygiene Poor housekeeping Disregarding dress code Other

x Failing to follow instructions

Incident description: (Describe actions, behavior, or incident; date(s); time(s); place(s); witness(es) and his/her observations; impact(s) of actions, behavior, or incident; employee's responses immediately after the incident and other significant conversations; employee's previous related training or counseling; and other relevant facts.)

On 2-22-13, Patricia signed a form stating she will follow her restrictions. ~~on 2-25-13~~ and work on Ob filling trap. On 2-25-13, after Patricia met with Hugh F, Jodi B, Isabel M, Isabel R, Kyle P, Patricia moved herself to another position on the line that will not within her restrictions.

Completed by: <i>Kelsey Adelkint</i>	Date: <i>2-26-13</i>
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(Shaded area to be completed by Human Resources only.)

Progressive step: Oral warning* Suspension (unpaid) Release Written reprimand Discharge Suspension (paid) *File apart from personnel files and copies thereof

x verbal

Previous warnings: Type: Offense: Date: Type: Offense: Date: Type: Offense: Date:

Consequence if incident occurs again:

written warning

Human Resources Signature(s): <i>Hugh Lindsey II</i>	Date:
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Employee statement: I agree with the incident description above. I disagree with the incident description above. **Date report presented to employee:**

Employee comments: (Attach sheets if necessary.)

Patricia refused to sign due to her lawyer advised not to sign. 1/8/13

Employee acknowledgement: My signature acknowledges that I have received this report and that it has been discussed with me. I understand that my signature is not an admission of the incident or offense. I understand that I may appeal this report by filing a Discipline Complaint Form.

Employee signature: _____ **Date:** _____ **Witness signature (if any):** _____ **Date:** _____ **Signature of person presenting report:** _____ **Date:** _____

Re: Patricia Santo Cruz

Meeting on February 21st, 2013

Attended: Patricia Santo Cruz, Kelsey Sikkink, and Anna Cordova

- We met to discuss the recent med report and restrictions given to Patricia from her last appointment on February 20th, 2013. Patricia has stayed at Moderate restrictions but a job analysis was performed and the position of Orics 6, tray filler is the best position for Patricia.
- Patricia has agreed to work within the Doctor restrictions. She understands that she is responsible along with her supervisors to work with in all doctor restrictions. Should Patricia choose to go beyond her doctor restrictions, she understands that at that point he will be issued a warning for employee misconduct, which will fall under employee disciplinary. Patricia has also agreed that if she has any further trouble, she will notify both her supervisor and CMG's management team, Hugh or Kelsey.
- These restrictions apply to Patricia's position on Orics 6 or any other area she is working that accommodate to her restrictions.

Employee	<u>Patricia Cruz Santos</u>	Date	<u>2-22-13</u>
CMG Rep	<u>Kelsey Sikkink</u>	Date	<u>2-21-13</u>
Witness	<u>Anna Cordova</u>	Date	<u>2/21/13</u>

wk of ~~March~~ Feb 25th - March 3rd 32 hrs
wk of March 4th - March 10th 40 hrs

* To tote schedule as possible

Kelsey Sikkink

From: Kyle Peterson <Kyle@reichelfoods.com>
Sent: Monday, February 25, 2013 12:44 PM
To: Hugh Fendry; Kelsey Sikkink
Cc: Isabel Martinez; Isabel Rangel; Mike Schumacher; Kyle Peterson
Subject: Patricia Santos Cruz

After our meeting today I spoke with the machine operator for the Orics 6 about not moving Patricia to any other position on the line. He then informed Isabel and I that she had already moved herself to another position on the line when someone asked to go to the bathroom. We told Jamie(the machine operator) to not allow this to happen and to notify us if she ever does any other position on the line except her assigned.

Thanks,

Kyle Peterson
Production Supervisor
Reichel Foods Inc.
Kyle@Reichelfoods.com
507-289-7264

Kelsey Sikkink

From: Kristi Gorden <Kristi@reichelfoods.com>
Sent: Wednesday, February 27, 2013 1:28 PM
To: Kelsey Sikkink
Subject: Patricia

Mike had already looked at the cameras with Isabel and Kyle and they did not see Rhoda pushing Patricia either.

Thank you,

*Kristi Gorden
Reichel Foods, Inc.
Human Resources Director
(507) 289-7264
Kristi@reichelfoods.com*