



Reichel Foods, Inc.

Employee Warning Notice

SQ0014FO

R: 2

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Employee Information

Date: 6/27/2016
Employee Name: Savian Pointer
Job Title: MV1 Hopper
Manager/Supervisor: Brittany Laber/Bunthy D.

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)

Today the MV1 machine was ready to start production, but Savian incurred extra DT due to not being unprepared. He disrupted production by moving to the O6 line when he knows his line is MV1. Savian has caused 13 extra mins of DT this day. He has been warned two times last week to get to the line at time. This is his final warning for substandard work due to excess breaks and DT. He also has been warned about engaging in excessive conversation with employees and not attending to his duties. Therefore, the operator would have to stop due to running out of produce

Plan for Improvement:

Work performance needs to improve. Break times need to improve. Savian needs to be prepared for work in the morning before production starts not while they are getting ready. The same with breaks, the hopper dumper goes a little earlier before the line to ensure the line starts on time. Work conversations can not disrupt throughput and production numbers. Focus on the task you are assigned.

Consequences of Further Infractions:

Suspension or termination.

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

06-29-16
Date

Manager/Supervisor

6-29-16
Date

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

Date