



Reichel Foods, Inc. Employee Warning Notice

SQ0014FO

R: 2

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Employee Information

Date: 6/16/2016
 Employee Name: Tommie Chu
 Job Title: DC Warehouse 1st shift
 Manager/Supervisor: Benn Grenz/Ryan Grzanek

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

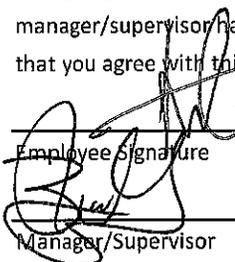
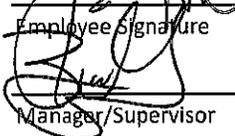
Description of Incident (Describe incident and list the date, time, and any witnesses present)
 NCNS on 6/14/16. Tommie contacted Benn on Sunday and said that he would like to work 2nd shift on Monday the 14th. Benn approved. On Monday Tommie did show up for 2nd shift and did not contact a Manager, Supervisor, or CMG to let them know he could not make it in. Called in 5/18, 6/3, 6/7, 6/15. NCNS 6/13.

Plan for Improvement:
 Tommie needs to be here on time everyday to work his assigned shift. His shift is 1st 6AM-2PM. In the future if Tommie is not going to be able to make it in to work he needs to notify his superiors/CMG in advance. Tommie will be on a probationary period for the next 60 days in which he will need to have zero attendance related issues.

Consequences of Further Infractions:
 Assignment end.

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: 
 Date: 6/16/16
 Manager/Supervisor: 
 Date: 6/16/16

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