

Jimmy Trujillo Note to File - Termination

R B Machine Inc.

March 13, 2023

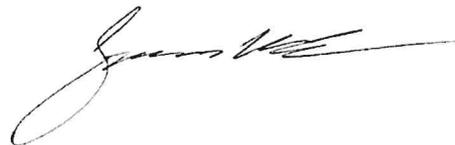
This letter is to provide formal notification of the termination of Jimmy Trujillo (Employee #253) effective March 13th, 2023. Jimmy is currently a Temp-to-Hire employee for R B Machine, Inc., and was hired on 12/19/2022 through CMG Staffing Agency. His date for eligibility to become a permanent employee is 3/20/2023. Jimmy was initially hired to work in the Company's Deburring Department during Day Shift, 6:00 AM – 2:30 PM. Until 2/1/23, Jimmy worked in R B's Deburring Department. During this time, Jimmy struggled with his performance as a support to the department specifically in the areas of personality conflicts, quality of parts produced, and volume throughput. Jimmy struggled in the above ways but did exhibit willingness to learn.

Upon Jimmy's continued lackluster performance in Deburr and an opening of a different position, R B Acting Plant Manager Spencer White, and Production Manager Ryan Kenney decided to gauge interest from Jimmy for a move to Receiving Specialist. During this conversation, Ryan and Spencer discussed the responsibilities of the new role, namely completing part counts and measurements, receiving material and all other deliveries, oftentimes unloading trucks with a forklift, physical lifting requirements, operating saws, monitoring coolant concentrations, and certain assembly work. These responsibilities also include verifying information related to bills of lading, invoices, packing slips, purchase orders or other applicable information, in order to ensure continuity of communication to subsequent departments. Ryan and Spencer clarified with Jimmy that he would have a new training period tied to this new position, and would need to complete the Sentry Insurance Powered Industrial Trucks course which he later successfully completed on 2/3/2023.

The Receiving Specialist Role was believed to be a fit from Ryan Kenney and Spencer White's perspective due to the lesser need for interaction with others and Jimmy's willingness to learn.

Unfortunately, within the Receiving Specialist Role, Jimmy has also struggled to learn and successfully complete the performance standards set forth by his supervisors as well as R B Machine. Jimmy has needed continuous and numerous repeat trainings from both Acting Plant Manager Spencer White, as well as Production Manager Ryan Kenney on numerous job responsibilities. These include effectively loading, setting up and running bars of raw materials on the R B saws, tracking time for orders through R B's ERP system (including managing resources and accounting for "ins" and "outs"), effectively following the R B processes for identifying, counting, and moving product and paperwork through to the next department, among others. Accuracy and completeness are required in this position, as the information that Jimmy is responsible for is tied directly to accurate pricing and managing accounts payable.

Due to this ongoing lack of improvement in performance, R B Machine is separating Jimmy Trujillo effective March 13th, 2023, through CMG, and will not be converting Jimmy to a permanent employment position with the company. Jimmy will be released back to the Staffing Agency as of the close-of-business today, March 13th, 2023.



Spencer White – Acting Plant Manager