



Reichel Foods, Inc.
Employee Warning Notice

Employee Information

Date: 11/6/12
Employee Name: Jeremiah Pak
Job Title: Scripps Station
Manager/Supervisor: Jamie Salomon

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 [checked]

Details

Description of Incident (Describe incident and list the date, time, and any witnesses present)

Employee has been leaving early. He has worked less than his full shift of 8 hours, 10 times in the last 3 1/2 weeks. Working even 7.9 hours is unacceptable. He is scheduled for an 8 hour shift and that is what is needed. The supervisor on duty was also not notified that he didn't feel well and wanted to go home.

Plan for Improvement: see back

Employee will work his full shift. If he needs a day off or to leave early, he will discuss this with his supervisor and get approval.

Consequences of Further Infractions:

If the employee leaves early or takes a day off without approval the employee will face suspension of employment.

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

[Signature] 11-16-12

Manager/Supervisor

Date

[Signature] 11/6/12

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

Date