

BDI - EMPLOYEE WRITE UP FORM

Employee: Casey Skauge

Date: 2019-08-08

Department:

Supervisor: Stefan Bohl

Employee Seniority Date: 1970-01-01

Trade level:

Disciplinary action: Y



TYPE OF VIOLATION:

Carelessness

Disobedience

Work Quality

Time Management

WARNING:

Last warning: 1970-01-01

Previous warning: 1970-01-01

Warnings: 1

EMPLOYER STATEMENT:

Casey you have put in effort and made a change in the issues you had coming into work. Thank you for making that change.

The next thing we want and need you to work on is improving your job efficiencies. I don't think that there is an issue with your actual work time, but the way that you approach the jobs. In my view not following the proper procedures ends up killing your efficiencies. We have the specific procedures in place so that we can work all 3 segments of our business, and flow the work faster. Shop, Service, and Parts all feed one another in this shop. You may not see the direct results of the procedures yourself, but there is a reason that we have them in place, and when they are followed, they work. They improve all aspects of our business. In my opinion, you feel like you are above the procedures and can do what you like, but that is not the case. Your efficiencies throughout each month are always at the bottom of our list, and they really shouldn't be. We don't want you consistently helping other technicians, and if you do, it can't be to the extent that it affects your own jobs. There are other technicians in the shop that assist and they still watch their time punches. You need to be responsible for the time that is on the invoice. And the goal isn't to make the time, it should be to beat the time while still maintaining good quality work. If you focus on improving this, and being responsible for your own times, we will see a drastic increase in your job efficiency and an improvement in work flow through the shop. Please work on this, and we will follow up in 3 months and see how these changes have affected your job efficiency.

We are going to give you a \$2 bump effective tomorrow. You need to continue to show up to work, and we need to commit to being responsible for our times, and following all procedures.

I HAVE READ THIS "WARNING LETTER" AND I UNDERSTAND IF I HAVE RECIEVED A COPY OF THE SAME

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Employee Signature	Management Signature

Witness Signature	

