

# BDI - EMPLOYEE WRITE UP FORM

Employee: Casey Skauge

Date: 2019-02-25

Department: Shop

Supervisor: Dan Yule

Employee Seniority Date:

Trade level:

Disciplinary action: Y



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## TYPE OF VIOLATION:

Attendance  
Carelessness  
Disobedience  
Tardiness  
Time Management

## WARNING:

Last warning: 2019-01-29  
Previous warning: 2019-01-29  
Warnings: 2

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## EMPLOYER STATEMENT:

Casey failed to show up for his shift on Saturday. BDI had 2 other employees waiting to get into the building and Management had to come in to let them in. Stefan told Casey flat out 830-3pm for Saturday was his shift. He disregarded that and thought he could come in whenever he wanted. This is a final warning before suspension and wage reduction.

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

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Employee Signature

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Management Signature

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Witness Signature