

BDI - EMPLOYEE WRITE UP FORM

Employee: Ethan Hetke

Date: 2018-11-05

Department: Service

Supervisor: Stefan Bohl

Employee Seniority Date:

Trade level:

Disciplinary action: Y



TYPE OF VIOLATION:

Disobedience

WARNING:

Last warning:

Previous warning:

Warnings: 1

EMPLOYER STATEMENT:

As a result of your personal shop use on the weekend without following instruction and reporting to Brandon, shop privileges have been suspended for all employees until further notice.

The shop was a mess with beer cans and tools. The truck that you were to put on the 4 post was not put there, delaying our shop and other technicians in starting their work duties on time on monday morning.

Until further notice, personal shop use is suspended for ALL employees. Not a single personal vehicle is to go into the shop this includes but is not limited to working in the parking lot, airing up tires, or even torquing a bolt.

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

Employee Signature

Management Signature

Witness Signature