

# BDI - EMPLOYEE WRITE UP FORM

Employee: Andrew Hlavsa

Date: 2019-04-24

Department: Shop

Supervisor: Richard Zimmer

Employee Seniority Date: 1970-01-01

Trade level:

Disciplinary action: Y



---

## TYPE OF VIOLATION:

Attendance  
Work Quality  
Comeback

## WARNING:

Last warning: 1970-01-01  
Previous warning: 1970-01-01  
Warnings: 1

---

## EMPLOYER STATEMENT:

Ro 9229 9151, Fleet Brake. ECM connector broken and went out to customer. Richard or Stefan need to be informed on this during the job, so it can be relayed to customer. Because nothing was said about it we had to go on a service call and order in a part to get it repaired. This is now incurred on BDI, when it potentially was nothing we did wrong. Need to know up front about it and then we can charge customer for it.

Also need you to work on your attendance. With moving to the new shop your role is integral for us to get setup and functioning at 100%.

---

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

---

Employee Signature

---

Management Signature

---

Witness Signature