

# BDI - EMPLOYEE WRITE UP FORM

Employee: Conner Mandel

Date: 2019-01-23

Department: Parts

Supervisor: Stefan Bohl

Employee Seniority Date:

Trade level:

Disciplinary action: N



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## TYPE OF VIOLATION:

Work Quality  
Time Management

## WARNING:

Last warning:  
Previous warning:  
Warnings: 1

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## EMPLOYER STATEMENT:

Had you in on a Saturday shift and had parts req's missed. One being a large fleet that we need to improve our turn around times on. BDI is having ongoing issues with repair times and issues like this contribute to the added times. It could have all been added and sent to Borger on approval Saturday. There are also orders left in your bin to complete. You are being paid to be at work on Saturdays like you do any other day during the week. You should be able to get more finished with less interruptions. We are expecting that with your experience, and tenure, that you can work throughout the day without supervision on finishing simple tasks. We need you to re-evaluate how you are spending time during the days and focus on work. Every job in our shop is depending on parts being quoted and delivered and we need this to improve so that BDI can improve as a whole.

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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