

BDI - EMPLOYEE WRITE UP FORM

Employee: Ethan Hetke

Date: 2019-06-10

Department: Shop

Supervisor: Richard Zimmer

Employee Seniority Date:

Trade level:

Disciplinary action: N



TYPE OF VIOLATION:

Tardiness
Time Management

WARNING:

Last warning:
Previous warning:
Warnings: 1

EMPLOYER STATEMENT:

Since coming back from school you have consistently been coming in late for work. This started before the shift change and has continued since the shift change. Most days you are within 5 minutes, but that is not acceptable. We have already had a sit down and warned you on it. You could have had a 2\$ bump in pay, and instead only received a 1\$ bump. Now we are looking at a reduction in pay if this doesn't get resolved immediately. This isn't a request, and it is not an unreasonable ask of employees to be on time. Any job you work at requires you to be ready for work at your start time. Walking in in the middle of meetings is not being on time. You need to have coveralls on and ready to start your shift at 7am. Ultimately this will be a termination, but because we like the work that you do, and want to see you as a person succeed we are trying to work with you and help you to improve. Please give the same consideration to BDI and lets move forward in a positive direction.

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

Employee Signature

Management Signature

Witness Signature