

BDI - EMPLOYEE WRITE UP FORM

Employee: Andrew Hlavsa

Date: 2019-09-13

Department: Shop

Supervisor: Stefan Bohl

Employee Seniority Date: 2019-09-12

Trade level:

Disciplinary action: Y



TYPE OF VIOLATION:

Tardiness
Work Quality
Time Management

WARNING:

Last warning: 2019-09-13
Previous warning: 2019-09-13
Warnings: 3

EMPLOYER STATEMENT:

Don't know if are having issues away from work, but it is starting to carry into your work. You struggle to consistently show up for work on time and when you are here extremely absent minded. You have a hard time keeping focus and staying on task. Your efficiencies are low @ 79% average in the new shop. When you are on shop projects they seem to take way longer than they should and with no plan of attack. We also have noticed your quality of work decline, things like welding that we know your good at are hit or miss. We don't want to lose you, and we do really value you as a member of the team. But you need to make a change to ensure that you are at work on time, and ready for work when you do get here.

We just got confirmation that you have setup your bluebook. So not sure if you were still deciding if working on trucks was what you were wanting to do, but we need to move in a positive direction. We need you to really focus on procedures, and making sure you are working within the allotted times on your job, requesting more if needed. And need you to keep your work areas clean and organized. It will help make the job go faster, and will be easier for you during the job itself.

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

Employee Signature

Management Signature

Witness Signature