

BDI - EMPLOYEE WRITE UP FORM

Employee: Casey Skauge

Date: 2019-01-23

Department: Shop

Supervisor: Dan Yule

Employee Seniority Date:

Trade level:

Disciplinary action: N



TYPE OF VIOLATION:

Attendance
Tardiness

WARNING:

Last warning:
Previous warning:
Warnings: 2

EMPLOYER STATEMENT:

Regardless of the issue you are having, you are expected to be at work on time, every day, the same as every other employee of BDI. We can't have one member of the shop break all the rules and expect the rest to follow them. On time doesn't include within 10 minutes of work starting. At work coveralls on, ready to work for 7:30am.

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

Employee Signature

Management Signature

Witness Signature