

BDI - EMPLOYEE WRITE UP FORM

Employee: Andrew Hlavsa

Date: 2019-08-08

Department: Shop

Supervisor: Richard Zimmer

Employee Seniority Date:

Trade level:

Disciplinary action: Y



TYPE OF VIOLATION:

Tardiness

WARNING:

Last warning: 2019-08-08

Previous warning:

Warnings: 1

EMPLOYER STATEMENT:

On Aug 7 you were late for work. We had to phone and get you up to come into work. This is unacceptable. If your plan is to be a technician on the floor there needs to be consistency so that we can book and plan your times. This forces us to put other technicians on your scheduled work and really disrupts the shop flow.

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

Employee Signature

Management Signature

Witness Signature