

BDI - EMPLOYEE WRITE UP FORM

Employee: Casey Skauge

Date: 2018-10-12

Department: Service

Supervisor: Stefan Bohl

Employee Seniority Date:

Trade level:

Disciplinary action: Y



TYPE OF VIOLATION:

Tardiness

WARNING:

Last warning: 2018-07-18

Previous warning: 2018-10-15

Warnings: 2

EMPLOYER STATEMENT:

This will be the final written warning for Casey. His tardiness is hindering the shop on a regular basis. Casey was late 9 times from September 1-September 30 (On Vacation September 24-September 28)

The tardiness must stop. The next late will be followed with a wage deduction and 90 day probationary period. If there is no improvement during the 90 day period termination will follow.

This has been an ongoing issue since employment commenced and will no longer be tolerated. Employees coming to work, ready to work and on time is crucial to the business. This is a common practice for most on a daily basis and should be followed by Casey. You are a leader and relied on for a good example in the shop that you have not been setting.

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

Employee Signature

Management Signature

Witness Signature