

BDI - EMPLOYEE WRITE UP FORM

Employee: Casey Skauge

Date: 2018-03-23

Department: Tech

Supervisor: Richard Zimmer

Employee Seniority Date:

Trade level:

Disciplinary action: Y



TYPE OF VIOLATION:

Attendance
Tardiness

WARNING:

Last warning:
Previous warning:
Warnings: 1

EMPLOYER STATEMENT:

Casey has shown a steady decline in his willingness to start his shift on time.
Two days of documented lateness in February both over 3 hours after scheduled shift.
Four days of documented lateness in March with times over 3 hours after scheduled shift.
This is considered a detriment to the business and puts a strain on other team members.
At this time Brandell Diesel has decided to decrease Casey's hourly rate by \$2.00 starting on March 25th 2018. This decrease will be followed up with a 3 month probationary period. During this probationary period the expectation is that Casey come ready for work by 7:30 AM. The responsibility of being accountable and showing up on time will be in Casey's hands. The other expectation within this 3 month period is obtaining a CVIP licence. If Casey is late again without proper documentation from a doctor during this probationary period. He will be written up with a 2nd warning and another decrease of \$2.00 will come off his hourly wage. If Casey shows progress towards these set expectations Brandell Diesel will add back on the decrease from his hour wage.
This month in particular the lateness has had an impact on the team at Brandell Diesel. The expectation for Monday March 26th is Casey apologies to all team members.
Brandell Diesel values Casey's experience and skills. He is an asset to the team but he needs to show consistent effort towards showing up on time.

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

Employee Signature

Management Signature

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Witness Signature

