

BDI - EMPLOYEE WRITE UP FORM

Employee: Brendon Dixon

Date: 2019-01-23

Department: Shop

Supervisor: Dan Yule

Employee Seniority Date: 2017-12-18

Trade level: 3rd Year

Disciplinary action: N



TYPE OF VIOLATION:

Time Management

WARNING:

Last warning:

Previous warning:

Warnings: 1

EMPLOYER STATEMENT:

On the Tom Devaleriola engine job we have issues with the time management, job management, and direction. You continue to use Casey as your contact for technical assistance, this was even happening when Casey was not at work via phone. We have a working foreman, it is Dan. If you are uncomfortable or not confident that you can perform these jobs, let us know. Otherwise we need you to show confidence in your work, job planning, and being responsible for your times DAILY. We are trying to give you more engine work and bigger jobs, but if we can't get these issues rectified, we will need to assign another tech to these jobs. ANY TECHNICAL, PROCEDURAL, OR QUESTIONS ARE TO BE DIRECTED TO DAN, STEFAN, OR BRANDON.

There seems to be more than usual bathroom breaks taken, that are time consuming. If you have a medical issue it should be addressed, otherwise please respect the time that you are on the clock.

Your quality of work is good. Your attitude is good. We believe that you can work on a few small things and be a higher end technician in this shop and an asset to BDI.

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

Employee Signature

Management Signature

Witness Signature