

BDI - EMPLOYEE WRITE UP FORM

Employee: Casey Skaug

Date: 2019-08-16

Department: Shop

Supervisor: Richard Zimmer

Employee Seniority Date:

Trade level:

Disciplinary action: Y



TYPE OF VIOLATION:

Tardiness

WARNING:

Last warning: 2019-07-19

Previous warning:

Warnings: 2

EMPLOYER STATEMENT:

Again, failure to show up fit for duty for your shift. This has been an ongoing issue that continues to be an issue. We have just given you a raise and already you are compromising it. We have done everything on our side to help with this, it is an employee time management issue. Another instance of you not reporting for your shift will result in a \$4/hr wage reduction.

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

Employee Signature

Management Signature

Witness Signature