

# BDI - EMPLOYEE WRITE UP FORM

Employee: Shane Hogg

Date: 2019-09-05

Department: Shop

Supervisor: Stefan Bohl

Employee Seniority Date: 1970-01-01

Trade level: Journeyman

Disciplinary action: Y



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## TYPE OF VIOLATION:

Disobedience

Time Management

## WARNING:

Last warning: 1970-01-01

Previous warning: 1970-01-01

Warnings: 1

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## EMPLOYER STATEMENT:

On work order 10111, there was a line for oil service. We allot .68 of an hour to complete a service, which is tight, but possible. You did a fuel service as well at the same time, which caused you time to go way up. Ended up having 1h51m on the line. The customer declined the fuel service at the counter and there was no mention of a fuel service on the invoice. You really need to make sure you are reading the lines on the work order for the direction of the job. Also remember that you are accountable to your times. So if you have double what the lines has on it, there is probably a reason. It either needs a further auth, or in this case you were doing additional work that was not requested. This ended up costing us the fuel filter cost, as well as an hour of your time. So make sure and read the lines, and be accountable to your times.

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

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Employee Signature

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Management Signature

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Witness Signature