**DEPARTMENT OF**

 **Buildings, Safety Engineering &**

 **Environmental**

Coleman A. Young Municipal Center Phone 313-224-2733 TTY: 711

2 Woodward Avenue, Fourth Floor Fax 313-224-1467

Detroit, Michigan, 48226 www.detroitmi.gov

**Documented Notice of Conversation**

Inspector Name: \_Shivani Buright Date: 4-30-2024

* Attendance Problems
* Violation of Universal Work Rules
* Dress Code
* Other Reasons: \_Working from home during the week of the NFL Draft.
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have prior conversations been held about this situation?

* No, this is the first warning.
* Yes, this is second warning.
* Yes, this is the third and final warning.

Description of Offense:

This is not a write up, this is just a conversation with Shivani.

Supervisor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_