



PERFORMANCE DOCUMENT

Name: Vernon Posey
Position: Porter
Issued By: Jaime Barnhart

Team Member Number: E50873
Property: Dropbox
Title: Onsite Supervisor

Type of Entry (Check Applicable Box):

Documented Verbal Warning
 Written Warning
 Final Written Warning

Suspension - Number of Days _____
 Suspension Pending Investigation
 Termination (complete fields below)
Last Day Worked: _____ Term Date: _____

Nature of Entry (Check Applicable Box):

Attendance Policy/Performance

Prior documentation (Dates and Infractions):

Violated standard of conduct. Please refer to the Employee Handbook for conduct standards:

The policy is to call Acrobat for any and all attendance issues including but not limited to: call outs, running late, or leaving early and for any emergencies that cause these things to happen.

Provide details and description of the infraction:

5/20 you were running late but did not reach out to anyone to let them know

6/11 you did not call to let us know you were not going to be making it, until after your shift already started

Describe corrective behavior and actions:

Please ensure you are calling Acrobat within an adequate amount of time for call outs (24 hours ahead of time, otherwise it will be marked as short notice)

Team Member Comments:

Employee Signature Vernon Posey

Date: 6-12-19

Supervisor Signature Jaime B

Date: 6/12/19

Manager Signature Jaime B

Date: 6/12/19