



THE SERVICE
COMPANIES

SERVICE. ABOVE ALL

PERFORMANCE DOCUMENT

Name: Vernon Posey Team Member Number: E50873
Position: Porter Property: Dropbox
Issued By: Jaime Barnhart Title: Onsite Supervisor

Type of Entry (Check Applicable Box):

- | | |
|---|--|
| <input type="checkbox"/> Documented Verbal Warning | <input type="checkbox"/> Suspension - Number of Days _____ |
| <input checked="" type="checkbox"/> Written Warning | <input type="checkbox"/> Suspension Pending Investigation |
| <input type="checkbox"/> Final Written Warning | <input type="checkbox"/> Termination (complete fields below) |
| | Last Day Worked: _____ Term Date: _____ |

Nature of Entry (Check Applicable Box):

- | | |
|-------------------------------------|--|
| <input type="checkbox"/> Attendance | <input checked="" type="checkbox"/> 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 Barnhart

Date: 6/12/19

Manager Signature _____

Date: 6/12/19