



Jaime Barnhart <jbarnhart@dropbox.com>

Marcelis Lee

5 messages

Connie Collica <conniec@dropbox.com>
To: Jaime Barnhart <jbarnhart@dropbox.com>
Cc: Dennis Taylor <dennist@dropbox.com>, Anna Shova <ashova@dropbox.com>

Wed, Jun 19, 2019 at 8:08 AM

Hi Jaime!

Wanted to touch base about Marcelis. He's having trouble managing his time. Often, he is late coming back from break and taking an extended break, which puts pressure on the PM team.

I personally worked with him yesterday on an event, and despite 2 weeks of training with Italy, he was unable to remember many details. For example, he had a very difficult time recalling that "food pick up time" for an event is always 20 minutes prior to start time. I asked him 3 times during the same event back to back and each time, he had difficulty remembering that simple time frame.

Would you mind speaking with him about time management? He has to be on time returning from his 10 minute breaks and 30 minute break. We would also like for him to focus and putting more effort into remembering things that were taught to him. Otherwise, he is at risk for being reassigned.

Marcelis arrives at 12:30pm today. Would that be a good time for you?

Connie Collica
Senior Food and Beverage Operations Manager
333 Brannan Street, San Francisco



Jaime Barnhart <jbarnhart@dropbox.com>
To: Connie Collica <conniec@dropbox.com>
Cc: Dennis Taylor <dennist@dropbox.com>, Anna Shova <ashova@dropbox.com>

Wed, Jun 19, 2019 at 10:30 AM

Hello Connie,

No problem I can definitely speak with Marcelis about these issues. It is never fair when one employee is taking longer breaks than they should be. In regards to his issues remembering certain things, I might suggest for him to carry around a notepad so he can jot down important things.

I will be available to meet with him at 12:30pm, I have booked a room and sent a calendar invite.

Thank you,

Jaime Barnhart
Onsite Supervisor at Dropbox

Acrobat Outsourcing
665 Third Street, Suite 415 | San Francisco, CA 94107

C: 415-590-0384 O: 415-431-8826 ext 1
E: Jaime@acrobotoutsourcing.com



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Connie Collica <conniec@dropbox.com>
To: Jaime Barnhart <jbarnhart@dropbox.com>
Cc: Dennis Taylor <dennist@dropbox.com>, Anna Shova <ashova@dropbox.com>

Wed, Jun 19, 2019 at 11:26 AM

Thanks Jaime!

Dennis will facilitate! (Thank you Dennis)

Connie Collica
Senior Food and Beverage Operations Manager
333 Brannan Street, San Francisco



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Dennis Taylor <dennist@dropbox.com>
To: Connie Collica <conniec@dropbox.com>
Cc: Jaime Barnhart <jbarnhart@dropbox.com>, Anna Shova <ashova@dropbox.com>

Wed, Jun 19, 2019 at 12:14 PM

Got it and thank you

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Jaime Barnhart <jbarnhart@dropbox.com>
To: Dennis Taylor <dennist@dropbox.com>
Cc: Connie Collica <conniec@dropbox.com>, Anna Shova <ashova@dropbox.com>

Wed, Jun 19, 2019 at 12:59 PM

Hello Connie,

I spoke with Marcelis and assisted him with setting up alarms that will keep him on track for his breaks. I also suggested that he uses a notepad for keeping track of important information, so I hope that these things will help Marcelis to stay on the right track. He is aware that since he is under 90 days that if he continues to have break issues he can potentially be reassigned.

Thank you,

Jaime Barnhart
Onsite Supervisor at Dropbox

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C: 415-590-0384 O: 415-431-8826 ext 1
E: Jaime@acrobotoutsourcing.com



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