



THE SERVICE
COMPANIES

SERVICE. ABOVE ALL

PERFORMANCE DOCUMENT

Name: Kubasa Bakenra
Position: Am Prep Cook
Issued By: Jaime Barnhart

Team Member Number: 51952
Property: Dropbox-SF
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):

6/11/2019, a verbal coaching was given for the same behavior

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

Provide details and description of the infraction:

today 7/16/2019, it was documented that you went on a "10 minute" break at 1:26, and did not return from said break until about 1:46. This exceeds the 10 minute limit of your allotted break time.

Describe corrective behavior and actions:

Be more mindful of the amount of time you are spending on your breaks, use a timer if needed

Team Member Comments:

I've Been keeping track of my time on breaks since i've been talked to in June i went on my Break @ 1:32 pm and returned @ 1:46 i was in the Bathroom Brushing my teeth then returned to work.

Employee Signature [Signature]

Date: 7/16/19

Supervisor Signature [Signature]

Date: 7/16/19

Manager Signature [Signature]

Date: _____