



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 JaimeB Date: 7/16/19

Supervisor Signature JaimeB Date: 7/16/19

Manager Signature JaimeB Date: 7/16/19