



**THE SERVICE
COMPANIES**

SERVICE. ABOVE ALL

PERFORMANCE DOCUMENT

Name: Seng Joo Chua
Position: P&R Department
Issued By: Jaime Barnhart

Team Member Number: _____
Property: _____
Title: _____

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:
Attendance issues, and taking breaks longer than 10 minutes and longer than 30 minutes.

Provide details and description of the infraction:

Call outs listed: 1/15/2019 * Left half day, 5/9/2019 * Left half day, 5/28/2019 * Left half day, 6/10/2019 * Last minute call out

Takes longer lunch breaks, and longer tens

Describe corrective behavior and actions:

He has been instructed to make sure he does not take longer than 30 minutes for his lunch and no longer than 10 minutes for his 10 minute breaks.

Team Member Comments:

Seng has complained that the line for breakfast is too long and causes him to take more than 10 minutes for his break, and for his 30 minute break he has stated that he has to use the restroom after eating.

Employee Signature _____

Date: 6/12/19

Supervisor Signature _____

Date: 6/12/19

Manager Signature _____

Date: _____