



**THE SERVICE  
COMPANIES**

SERVICE. ABOVE ALL

**PERFORMANCE DOCUMENT**

Name: Uriel Garcia Ruiz Team Member Number: 29550  
Position: Barista Property: Dropbox - SF  
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):**

☒ Attendance ☐ Policy/Performance

**Prior documentation (Dates and Infractions):**

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

**Provide details and description of the infraction:**

3 Last minute call outs in the past 3 months:	Left early:
7/31/2019	8/7
8/8/2019	9/4
9/4/2019	

**Describe corrective behavior and actions:**

Please be mindful of your call outs, and last minute time off requests, otherwise this can result in cancellation.

**Team Member Comments:**

Employee Signature <u>Uriel G.</u>	Date: <u>9/10/2019</u>
Supervisor Signature <u>Jaime B.</u>	Date: <u>9/10/19</u>
Manager Signature _____	Date: _____