



THE SERVICE
COMPANIES

SERVICE. ABOVE ALL

PERFORMANCE DOCUMENT

Name: Jacob Davis
Position: Barista
Issued By: Jaime Barnhart

Team Member Number: 52685
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):

Verbal warning issued on 7/29, due to 2 last minute call outs in the first 2 weeks

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

Another last minute call out on 9/10, after already receiving a verbal warning in regards to last minute call outs

Tardy on 9/12

Provide details and description of the infraction:

Describe corrective behavior and actions:

Jacob, we are issuing you a final written warning and if you do not improve on your attendance and have 0 last minute call outs, and avoid needing to leave early (unless planned ahead of time), and avoid running late over the next 90 days, this can be grounds for cancellation due to attendance issues.

Team Member Comments:

Employee Signature *Jacob Davis*

Date: 9/12/19

Supervisor Signature *Jaime B*

Date: 9/12/19

Manager Signature _____

Date: _____