



THE SERVICE
COMPANIES

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PERFORMANCE DOCUMENT

Name: Reina Desir
Position: Porter
Issued By: Zachery Ferreira

Team Member Number: E 49897
Property: Stripe 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 Verbal Warning regarding Reina's breaks (too long) and Not checking out

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

Provide details and description of the infraction:

Reina has been leaving early without approval and coming in late without notification. Reina has also been having attitude with her direct Supervisors when being coached on her job duties.

Describe corrective behavior and actions:

Reina will abide by her scheduled In/out times, Reina will check out with a supervisor prior to her breaks and prior to leaving for the day. Reina will accept coaching with a positive demeanor. She is

Team Member Comments:

hereby put on a 30 day notice, any infraction will result in cancellation from Stripe SF.

Employee Signature [Signature]

Date: 6/25/19

Supervisor Signature [Signature]

Date: 6/25/19

Manager Signature [Signature]

Date: 6/25/19