



PERFORMANCE DOCUMENT

Name: Reina Desir  
Position: Porter  
Issued By: Zachary 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 hereby put on a 30 day notice, any infraction will result in cancellation from Stripe SF.

Employee Signature

Date: 6/25/19

Supervisor Signature

Date: 6/25/19

Manager Signature

Date: 6/25/19