



**THE SERVICE  
COMPANIES**

SERVICE. ABOVE ALL

**PERFORMANCE DOCUMENT**

Name: Richard Linyard Team Member Number: 51684  
Position: Porter Property: Dropbox  
Issued By: Jaime Barnhart Title: On-site 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:**

Phone usage, attitude and not getting duties done

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

It has been noted by multiple managers that you have been witnessed using your phone while on your shift, being off task, and not getting duties done in an efficient manner.

Also it has been noted that when being told to do certain things, your reaction may be rude or defiant.

**Describe corrective behavior and actions:**

Please be aware that if these issues aren't resolved, this can and will end up in a cancellation of your assignment.

**Team Member Comments:**

Employee Signature Richard Linyard Date: \_\_\_\_\_

Supervisor Signature Jaime Barnhart Date: 10/2/19

Manager Signature \_\_\_\_\_ Date: \_\_\_\_\_