



## PERFORMANCE DOCUMENT

Name: Richard Linyard  
Position: Porter  
Issued By: Jaime Barnhart

Team Member Number: 51684  
Property: Dropbox  
Title: On-site 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):

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

Date: \_\_\_\_\_

Supervisor Signature

Date: \_\_\_\_\_

Manager Signature

Date: \_\_\_\_\_