



PERFORMANCE DOCUMENT

Name: Matthew Kelly
Position: Barista
Issued By: Jaime Barnhart

Team Member Number: 46434
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:

Being seen off duty 3 times, while not on a break.

Provide details and description of the infraction:

Seen playing video games in the arcade a few weeks ago with Jacob Davis, while both of you were not on a break
On 9/18, being seen in the gym while during your shift
Today being seen in the arcade room around 7:50am, not on a break

Describe corrective behavior and actions:

Please stick to only using your break time for leisure. If you are seen while clocked in and not on a break doing any of the above listed things, or anything else that can be considered abandoning your job duties, this will lead to further reprimanding, up to and including potential reassignment.

Team Member Comments:

Employee Signature

Date: 10/3/19

Supervisor Signature

Date: 10/3/19

Manager Signature

Date: 10/3/19