



THE SERVICE
COMPANIES

SERVICE. ABOVE ALL

PERFORMANCE DOCUMENT

Name: Matthew Kelly Team Member Number: 46434
Position: Barista Property: Dropbox
Issued By: Jaime Barnhart 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 [Signature] Date: 10/3/19
Supervisor Signature [Signature] Date: 10/3/19
Manager Signature [Signature] Date: 10/3/19