



**THE SERVICE
COMPANIES**

SERVICE. ABOVE ALL

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 Richard Linyard

Date: _____

Supervisor Signature Jaime Barnhart

Date: 10/2/19

Manager Signature _____

Date: _____