



THE SERVICE
COMPANIES

SERVICE. ABOVE ALL

PERFORMANCE DOCUMENT

Name: Sara Sandberg Team Member Number: 50421
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:

3 last minute call outs in under 30 days

Provide details and description of the infraction:

9/25 - Left Early
9/26-9/27 - Called out
10/7 - Called out

Describe corrective behavior and actions:

Please avoid call outs at all costs unless excused by doctors notes or valid excuses, please also be advised if attendance continues to be an issue and you receive 2 more warnings, that can and will lead to a cancellation of your assignment.

Team Member Comments:

Employee Signature [Signature] Date: 10/09/19
Supervisor Signature [Signature] Date: 10/9/19
Manager Signature [Signature] Date: 10/9/19