



Jaime Barnhart <jbarnhart@dropbox.com>

Cruz Venegas OT daily

6 messages

Anna Shova <ashova@dropbox.com>

Mon, Oct 28, 2019 at 3:58 PM

To: Ariel Hasbun <ariel@acrobotoutsourcing.com>, Claudia Revelo-Lee <claudia.revelo-lee@theservicecompanies.com>

Cc: Jaime Barnhart <jbarnhart@dropbox.com>, TuckShopOps <tuckshopops@dropbox.com>

Hi Ariel and Claudia!

I would like to follow up with Cruz about his daily repeated Overtime.

I let him know that his schedule is
Monday to Thursday 7am till 3:30pm
Friday - 6:30am - 3pm

Previously I have not experienced this issues with him, only during last 2-3weeks I see reports and there is a lot of unapproved over time.

Is it possible to find some time and go over his schedule and timing with Cruz.

You know that I am super thankful to have him on our team and here to support but being unaware about over time brings a lot of questions

I would appreciate a quick coaching, we can let him know that on each floor there is iPad for clock in/out
Remind him schedule and confirm that he understands importance to follow it.

I am currently working on some projects for him to support and provide him more opportunities but I need to make sure that I can trust and rely on him with his timing

Good timing to talk with him will be at 3pm

I will appreciate your assistance!

Thank you !

Anya

--

Anna Shova
Food and Beverage Operations Coordinator
ashova@dropbox.com
1800 Owens Street, San Francisco



Anna Shova <ashova@dropbox.com>

Tue, Oct 29, 2019 at 9:52 AM

To: Ariel Hasbun <ariel@acrobotoutsourcing.com>, Claudia Revelo-Lee <claudia.revelo-lee@theservicecompanies.com>

Cc: Jaime Barnhart <jbarnhart@dropbox.com>, TuckShopOps <tuckshopops@dropbox.com>

Good morning Ariel and Claudia, Jaime!

Jaime welcome back.

I would to follow up about this email and ensure the someone will be able to coach Cruz.

Today I again remind him about schedule and he said to me that his hours readjusted and he is making less then 8h per shift.

I explained to him that schedule made to make sure everyone has 8h and plus 30min break

He is a great guy, just willing to follow up and explain him hours and OT system, safety and evacuation processes.

He can always reach out to the management team if he is running late or behind on completing tasks . We need to be aware so we can be helpful

Thank you and again any suggestions I will appreciate!

Thank you,
Anya
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Jaime Barnhart <jbarnhart@dropbox.com>

Tue, Oct 29, 2019 at 1:40 PM

To: Anna Shova <ashova@dropbox.com>

Cc: Ariel Hasbun <ariel@acrobotoutsourcing.com>, Claudia Revelo-Lee <claudia.revelo-lee@theservicecompanies.com>, TuckShopOps <tuckshopops@dropbox.com>

Hello Anna,

I can definitely go over this with Cruz today. Is there a good time that works to speak with him?

Thank you,
Jaime Barnhart
Onsite Supervisor at Dropbox
The Service Companies
1800 Owens Street | San Francisco, CA 94158
C: 415-590-0384 O: 415-431-8826 ext 1
E: Jaime.Barnhart@TheServiceCompanies.com

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Anna Shova <ashova@dropbox.com>

Tue, Oct 29, 2019 at 1:43 PM

To: Jaime Barnhart <jbarnhart@dropbox.com>

Cc: Ariel Hasbun <ariel@acrobotoutsourcing.com>, Claudia Revelo-Lee <claudia.revelo-lee@theservicecompanies.com>, TuckShopOps <tuckshopops@dropbox.com>

Thank you Jaime!

3pm would be great. Where would you like to meet?
Also I believe he has questions about his bike and parking.

Thank you,
Anya
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Jaime Barnhart <jbarnhart@dropbox.com>

Tue, Oct 29, 2019 at 1:54 PM

To: Anna Shova <ashova@dropbox.com>

Cc: Ariel Hasbun <ariel@acrobotoutsourcing.com>, Claudia Revelo-Lee <claudia.revelo-lee@theservicecompanies.com>, TuckShopOps <tuckshopops@dropbox.com>

Hello Anna,

If you can have him meet me at the desk on the 7th floor, that would be great. I can also discuss that with him if he has questions about his bike.

Thank you,
Jaime Barnhart
Onsite Supervisor at Dropbox
The Service Companies
1800 Owens Street | San Francisco, CA 94158
C: 415-590-0384 O: 415-431-8826 ext 1
E: Jaime.Barnhart@TheServiceCompanies.com

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Anna Shova <ashova@dropbox.com>

Tue, Oct 29, 2019 at 2:06 PM

To: Jaime Barnhart <jbarnhart@dropbox.com>

Cc: Ariel Hasbun <ariel@acrobotoutsourcing.com>, Claudia Revelo-Lee <claudia.revelo-lee@theservicecompanies.com>, TuckShopOps <tuckshopops@dropbox.com>

yup, he confirmed at 3pm 7th fl your desk

Thank you,

Anya

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