



PERFORMANCE DOCUMENT

Name: Robert Smith
Position: Porter
Issued By: Jaime Barnhart

Team Member Number: 50276
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):

Verbal Coaching on 10/22/2019

Violated standard of conduct. Please refer to the Employee Handbook for conduct standards:

Taking breaks not on schedule, and eating while on the clock

Provide details and description of the infraction:

Tuesday 10/29- you took more than just your two 10 minute breaks and your 30 minute lunch
Meeting with ABM managers - Unprofessional behavior, yawning, head down, checking your phone
Focus on your job, and putting away equipment early(need to put it away at 3:25pm, no earlier)

Describe corrective behavior and actions:

Please only take your breaks on your set break schedule
Please be mindful of body language and behavior when having discussions with managers
Please do not leave your scheduled station until about 5 minutes before the end of your shift

Team Member Comments:

Employee Signature

Date: 11/1/2019

Supervisor Signature

Date: 11/1/19

Manager Signature

Date: _____