



**THE SERVICE
COMPANIES**

SERVICE. ABOVE ALL

PERFORMANCE DOCUMENT

Name: Matthew Kelly
Position: Barista - Runner
Issued By: Jaime Barnhart

Team Member Number: 46434
Property: Dropbox-SF
Title: Onsite 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:

Provide details and description of the infraction:

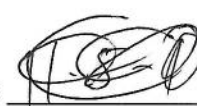
Over the past 2 months you have had 4 last minute call outs - 9/24/19, 9/25/19, 10/14/19, and 11/4/19

Describe corrective behavior and actions:

Please have no tardies or call outs over the next 90 days, otherwise this can potentially lead to a cancellation of your assignment

Team Member Comments:

Employee Signature 

Date:  11-5-2019

Supervisor Signature 

Date: 11/5/19

Manager Signature _____

Date: _____