



## PERFORMANCE DOCUMENT

Name: Matthew Kelly Team Member Number: 46434  
Position: Barista - Runner Property: Dropbox-SF  
Issued By: Jaime Barnhart 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: