



**THE SERVICE
COMPANIES**

SERVICE. ABOVE ALL

PERFORMANCE DOCUMENT

Name: Sara Sandberg Team Member Number: 50421
Position: Barista 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):

Written warning presented on 10/9 - In regards to attendance

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

Provide details and description of the infraction:

Left early 11/4, called out under 24/hrs on 11/5

Describe corrective behavior and actions:

For the next 90 days (until 2/7/2020), you are being asked to avoid call outs, tardiness and/or leaving early (unless asked by a lead or manager to leave early due to illness or other reasons)

Team Member Comments:

Employee Signature _____ Date: 11/7/19
Supervisor Signature Jaime B Date: 11/7/19
Manager Signature _____ Date: 11/7/19