



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:

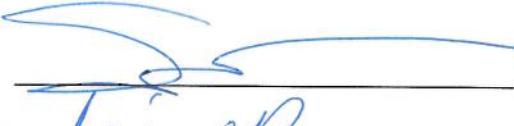
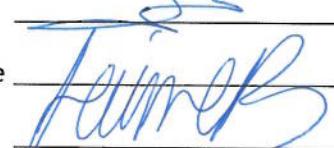
Provide details and description of the infraction:

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: 1/17/19
Supervisor Signature  Date: 1/17/19
Manager Signature  Date: 1/17/19