



## PERFORMANCE DOCUMENT

Name: Gina Walker Team Member Number: 47333  
Position: Porter 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):

Gina was given a written warning in regards to her no call no show for yesterday 1/22

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

Not calling The Service Companies to call out for your shift

### Provide details and description of the infraction:

### Describe corrective behavior and actions:

This is a final written warning if you do not report your call outs, or tardiness to The Service Companies main office line at 415-431-8826 ext 1, that can and will lead to an assignment cancellation.

### Team Member Comments:

Employee Signature

Date: 11/12/19

Supervisor Signature

Date: 11/12/19

Manager Signature

Date: 11/12/19