



**THE SERVICE
COMPANIES**

SERVICE. ABOVE ALL

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):

<input type="checkbox"/> Documented Verbal Warning	<input type="checkbox"/> Suspension - Number of Days _____
<input type="checkbox"/> Written Warning	<input type="checkbox"/> Suspension Pending Investigation
<input checked="" type="checkbox"/> Final Written Warning	<input type="checkbox"/> 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:


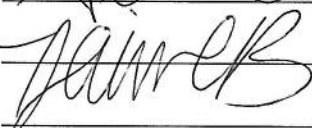
Not calling The Service Companies to call out for your shift

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