



## PERFORMANCE DOCUMENT

Name: \_\_\_\_\_  
Position: \_\_\_\_\_  
Issued By: \_\_\_\_\_

Team Member Number: \_\_\_\_\_  
Property: \_\_\_\_\_  
Title: \_\_\_\_\_

### 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:

### Describe corrective behavior and actions:

### Team Member Comments:

Employee Signature \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date: \_\_\_\_\_

Manager Signature \_\_\_\_\_ Date: \_\_\_\_\_