



**THE SERVICE
COMPANIES**

SERVICE. ABOVE ALL

PERFORMANCE DOCUMENT

Name: Denae Hartsinck Team Member Number: 52323
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):

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

3 last minute call outs in one month

Provide details and description of the infraction:

11/7/2019, 11/8/2019, 12/6/2019

Describe corrective behavior and actions:

Please be mindful of your call outs for the rest of the year, through January.

Team Member Comments:

Employee Signature [Signature]

Date: 12-9-19

Supervisor Signature [Signature]

Date: 12/9/19

Manager Signature [Signature]

Date: 12/9/19