



## 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

Date: \_\_\_\_\_

12-9-19

Supervisor Signature

Date: \_\_\_\_\_

12/9/19

Manager Signature

Date: \_\_\_\_\_