



**THE SERVICE
COMPANIES**

SERVICE. ABOVE ALL

PERFORMANCE DOCUMENT

Name: Don Reed Team Member Number: 28724
Position: Cook Property: San Francisco
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):

Verbal Warning Issued 11/22/2019

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

Call out under 24 hours in past 3 months: 11/01, 11/22, 12/2, 12/11, 12/12, 12/13, 11/15

Prior call outs under 24 hours in 2019: 10/7, 9/3, 8/8, 6/18, 4/24, 4/23, 2/19

Provide details and description of the infraction:

Describe corrective behavior and actions:

Attend shifts for the next 90 days without attendance issue.

Team Member Comments:

Employee Signature Don Reed Date: 11/17/2020
Supervisor Signature Jaime B Date: 11/17/2020
Manager Signature _____ Date: 11/17/2020