



## PERFORMANCE DOCUMENT

Name: Emily Crews  
Position: Porter  
Issued By: Jaime Barnhart

Team Member Number: 52038  
Property: Dropbox-SF  
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 provided by Ariel over phone

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

7 Last minute call outs over the last 6 months

### Provide details and description of the infraction:

8/6 12/13  
8/20 1/22  
10/7 1/23  
10/28

### Describe corrective behavior and actions:

Over the next 90 day we will expect perfect attendance unless a medical reason causes you to call out and you can provide a doctors note

### Team Member Comments:

Employee Signature EmilyCrews

Date: 1/24/2020

Supervisor Signature JaimeB

Date: 1/24/2020

Manager Signature JaimeB

Date: 1/24/2020