



**THE SERVICE
COMPANIES**

SERVICE. ABOVE ALL

PERFORMANCE DOCUMENT

Name: Emily Crews Team Member Number: 52038
Position: Porter 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):

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 dasy 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 Emily Crews

Date: 1/24/2020

Supervisor Signature Jaime B

Date: 1/24/2020

Manager Signature Jaime B

Date: 1/24/2020