

Re: Assistance needed

Jaime Barnhart <Jaime.Barnhart@theservicecompanies.com>

Mon 1/27/2020 3:11 PM

To: Anna Shova <Ashova@dropbox.com>

Cc: HS San Francisco <hssf@theservicecompanies.com>; Jaime Barnhart <jbarnhart@dropbox.com>;

TuckShopOps <tuckshopops@dropbox.com>

Hello Anna,

I spoke with Gina and let her know that although we do value her on the team a lot, we cannot keep having her leave early or call out because it defeats the purpose of having her on the team if she isn't present to be a part of the team. I have asked her to improve her attendance and she has said yes she will work in improving.

Best,

Jaime Barnhart

Onsite Supervisor at Dropbox

The Service Companies

1800 Owens Street | San Francisco, CA 94158

C: 415-590-0384 O: 415-431-8826 ext 1

E: Jaime.Barnhart@TheServiceCompanies.com



SERVICE. ABOVE ALL

From: Anna Shova <ashova@dropbox.com>

Sent: Monday, January 27, 2020 9:09 AM

To: Jaime Barnhart <Jaime.Barnhart@theservicecompanies.com>

Cc: HS San Francisco <hssf@theservicecompanies.com>; Jaime Barnhart <jbarnhart@dropbox.com>; TuckShopOps <tuckshopops@dropbox.com>

Subject: Re: Assistance needed

Will do, thanks

Gina will meet you at 2:45 pm on 7th floor -> confirmed

Thank you,

Anya

On Mon, Jan 27, 2020 at 9:02 AM Jaime Barnhart

<Jaime.Barnhart@theservicecompanies.com> wrote:

Hello Anna,

Got it. If you can have them meet at my desk then that works.

Best,

Jaime Barnhart

Onsite Supervisor at Dropbox

The Service Companies

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C: 415-590-0384 O: 415-431-8826 ext 1

E: Jaime.Barnhart@TheServiceCompanies.com

From: Anna Shova <ashova@dropbox.com>
Sent: Friday, January 24, 2020 6:35 PM
To: Jaime Barnhart <Jaime.Barnhart@theservicecompanies.com>
Cc: HS San Francisco <hssf@theservicecompanies.com>; Jaime Barnhart <jbarnhart@dropbox.com>; TuckShopOps <tuckshopops@dropbox.com>
Subject: Re: Assistance needed

Thank you Jaime,

Totally understand.

I would recommend to meet with Gina between 2:30-3pm
Kaylha between 3-3:30pm

Thank you and have a great weekend!
Anya

On Fri, Jan 24, 2020 at 6:31 PM Jaime Barnhart <Jaime.Barnhart@theservicecompanies.com> wrote:
Hello Anna,

My apologies on the late response, I did not have a chance to meet with Kaylha or Gina today, I can have these conversations with both of them on Monday, please let me know what time works best that day?

Best,

Jaime Barnhart

Onsite Supervisor at Dropbox

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E: Jaime.Barnhart@TheServiceCompanies.com



THE SERVICE
COMPANIES

SERVICE. ABOVE ALL

From: Anna Shova <ashova@dropbox.com>
Sent: Thursday, January 23, 2020 4:55 PM
To: Jaime Barnhart <Jaime.Barnhart@theservicecompanies.com>
Cc: HS San Francisco <hssf@theservicecompanies.com>; Jaime Barnhart <jbarnhart@dropbox.com>; TuckShopOps <tuckshopops@dropbox.com>
Subject: Re: Assistance needed

Jaime I really appreciate it!

Green light for Kaylha- you can speak with her anytime tomorrow before 12pm or after 2:30pm - she will be back on 7th floor
She is assigned to 7th floor tables maintenance

Gina - I would love to mention to her that we are supporting and want to continue working with her but due to collected data of her leaves we need to remind about her status within company

She is the Lead on our team and setting examples for others , we understand emergency situation but not repeated requests leaving early.

I do want to continue working with her but rules are equal for everyone.

You can meet with her anytime tomorrow after 2pm before 3pm. If you can't see her tomorrow let's schedule Monday then but as soon as possible this meeting should happen

Thank you a lot !

Anya

On Thu, Jan 23, 2020 at 4:33 PM Jaime Barnhart

<Jaime.Barnhart@theservicecompanies.com> wrote:

Hello Anna,

I can definitely talk with them about their attendance. Kaylha has had two call outs already within under 90 days and she technically signed a contract that outlined she cannot exceed more than 2 attendance related issues within her first 90 days, So I can discuss that with her and tell her she needs to have more consistent attendance.

As for Gina she definitely has more than a handful of times that she has left early, and I can speak with her to let her know that although we have been lenient in the past, we cannot continue to allow her to leave early every other week.

Please let me know when you would like for me to have these conversations with them.

Best,

Jaime Barnhart

Onsite Supervisor at Dropbox

The Service Companies

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E: Jaime.Barnhart@TheServiceCompanies.com



From: Anna Shova <ashova@dropbox.com>

Sent: Thursday, January 23, 2020 3:01 PM

To: Jaime Barnhart <jbarnhart@dropbox.com>

Cc: HS San Francisco <hssf@theservicecompanies.com>; TuckShopOps <tuckshopops@dropbox.com>

Subject: Assistance needed

Good afternoon!

I am reaching out to your assistance and advice.

I noticed that Gina Walker, Kaylha Robinson have a bit inconsistent attendance during the past month and a half.

I would like if you can have a coaching session with both of them about attendance and especially leaving earlier. Headaches - mostly of the time pretty manageable and we have tons of the pain relief available for them.

My main point is that if they will continue asking to leave earlier we will be looking for replacements as I would like to rely on the team. This week was short and Kaylha was out, Gina left earlier.

I am open to your suggestions and feedback, I just really want to deliver to them a message that I do care about them and enjoying having on my team, but attendance is the key for moving forward.

Looking forward to hearing from you!

Thank you,
Anya

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