



PERFORMANCE DOCUMENT

Name: Boris Lopez Team Member Number: 54035
Position: Porter Property: Dropbox-SF
Issued By: Jaime Barnhart Title: Onsite Supervisor

Type of Entry (Check Applicable Box):

Documented Verbal Warning Suspension - Number of Days _____
 Written Warning Suspension Pending Investigation
 Final Written Warning 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:

2 NCNS - 2/4/2020-2/5/2020

Provide details and description of the infraction:

For both of the dates listed above, you did not follow proper protocol for calling out of your shifts.

Describe corrective behavior and actions:

For the next 90 days starting from today, you will be expected to have perfect attendance with no call outs, and no tardiness, otherwise you will be canceled due to attendance issues. Upon the 90 days ending, you will then still be expected to give at least 24 hours notice of your call outs.

Team Member Comments:

Employee Signature

Date: 2/6/2020

Supervisor Signature

Date: 2/6/2020

Manager Signature

Date: 2/6/2020