



**THE SERVICE  
COMPANIES**

SERVICE. ABOVE ALL

**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  
☐ 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):**

**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: \_\_\_\_\_