



THE SERVICE
COMPANIES

SERVICE. ABOVE ALL

PERFORMANCE DOCUMENT

Name: Sara Sandberg Team Member Number: 50421
Position: Barista 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:

Taking a phone call while not on a break on 2/13, Seen grabbing food while not on a break last week on 2/5 around 8:30am

Provide details and description of the infraction:

This morning 2/13 around 7:45am, Olja witnessed you in the parking garage, and she approached you to ask why you were not on duty and you said you needed to call your dentist

Describe corrective behavior and actions:

Please do not be off task or take phone calls during your shift unless it's during a designated break time, if it is an emergency phone call please notify a manager before leaving your job duties

Team Member Comments:

I was on a break on 2/5. I spoke with Ali the day of said incident and we clarified that the policy of 9AM was what should be followed in →

Employee Signature _____

Date: 2/14/20

Supervisor Signature Jaime Barnhart

Date: 2/14/20

Manager Signature _____

Date: 2/14/20

the future. In the past the runner/brew crew would communicate that/when it made sense to take breaks as some days are much busier than others. The new break schedule/work list had been posted but not specifically gone over as a team or individually. I do not agree with being snitter up for this event as it was a matter of unclear communications.

In regards to the phone call, I was on my way from the 5th floor brew station to the 6th floor cafe where I was scheduled to be working at 8 am. There was not any work to be done in the delivery role. As I was heading upstairs my phone rang. I saw that it was my dentist and decided to walk to the 6th floor coffee shop via a quick detour outside as my phone does not get reception well inside. As I saw Dia and said good morning. As I did not have work to do and I was on my way upstairs I ~~was~~ did not think this would be an issue. In the past the messagings regarding the brew team has been ~~there~~ that it is understood that there is downtime between brew times and to use your best judgement I assumed this fell under that category.