



PERFORMANCE DOCUMENT

Name: Sara Sandberg
Position: Barista
Issued By: Jaime Barnhart

Team Member Number: 50421
Property: Dropbox-SF
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 

Date: 2/14/20

Manager Signature 

Date: 2/14/20

