



THE SERVICE
COMPANIES

SERVICE. ABOVE ALL

PERFORMANCE DOCUMENT

Name: Percy Robinson Team Member Number: 53360
Position: Dishwasher 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):

Verbal coaching on 11/13/2019

Violated standard of conduct. Please refer to the Employee Handbook for conduct standards:

Constantly tardy

Provide details and description of the infraction:

Consistently late clock ins, even after receiving a verbal warning in regards to tardiness. 1/9/20 8:45am, 1/14/20 8:15am, 1/21/20 8:15am, 1/22/20 8:15am, 1/23/20 8:15am, 2/4/20 8:15am, 2/6/20 8:30am, 2/7/20 8:15am, 2/11/20 8:15am, 2/12/20 8:15am, 2/13/20 9:15 AM

Describe corrective behavior and actions:

Clock in at your scheduled time of 8am, otherwise you risk being canceled from DBX and potentially terminated from the company entirely

Team Member Comments:

Employee Signature [Signature] Date: 2/19/20
Supervisor Signature [Signature] Date: 2/19/2020
Manager Signature [Signature] Date: 2/19/2020

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