



PERFORMANCE DOCUMENT

Name: Percy Robinson
Position: Dishwasher
Issued By: Jaime Barnhart

Team Member Number: 53360
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):

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

Date: 2/19/20

Supervisor Signature

Date: 2/19/20

Manager Signature

Date: 2/19/20