



THE SERVICE
COMPANIES

SERVICE. ABOVE ALL

PERFORMANCE DOCUMENT

Name: Jordan Corbino Team Member Number: 53617
Position: PM 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:

Provide details and description of the infraction:

On Friday 2/14 in the afternoon, you failed to put away your supplies and park your cart as you usually would.

Earlier last week, you left your duties seven minutes early to take your final ten minute rest break. Nate reminded you of the time and you returned to your work until your scheduled break time.

Describe corrective behavior and actions:

Please make sure to return your work supplies and cart back to wherever you are supposed to store it, and also make sure you are sticking to your break schedule, and to check out with your lead before leaving for the day.

Team Member Comments:

- Jordan states his cart was put away on 2/14 in Panda
- Jordan states that he was advised by Ariel that it was ok
to leave 2 minutes ahead of his break time, so he can enjoy
gather his items

Employee Signature _____ Date: _____

Supervisor Signature Jaime CB Date: 2/19/2020

Manager Signature _____ Date: _____

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A full ten minute break