



THE SERVICE  
COMPANIES

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### PERFORMANCE DOCUMENT

Name: Estanislao "Tony" Alvarez Medina Team Member Number: 51401  
Position: AM Cook 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:

Tardiness policy: No more than 5 attendance related issues in a year, Using the given phone number to report tardiness - 415-431-8826 ext 1

#### Provide details and description of the infraction:

Tardy on: 2/3 7:30am, 2/4 6:15am, 2/10 7am, 2/13 6:08am, 2/18 6:11am, 2/19 6:08am, 2/26 6:30am

#### Describe corrective behavior and actions:

Please arrive on time to your shifts moving forward, and if you will not be making it on time you will need to call the office phone number to report your tardiness.

#### Team Member Comments:

Employee Signature \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Signature Jaime B

Date: 2/27/2020

Manager Signature \_\_\_\_\_

Date: \_\_\_\_\_