



PERFORMANCE DOCUMENT

Name: Estanisla "Tony" Alvarez Medina
Position: AM Cook
Issued By: Jaime Barnhart

Team Member Number: 51401
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:

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 _____

Date: _____

Manager Signature _____

Date: _____