



THE SERVICE
COMPANIES
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PERFORMANCE DOCUMENT

Name: Reina Desir
Position: Porter
Issued By: Angelina & Keenan

Team Member Number: 49897
Property: Stripe
Title: Operations Manager / on-site 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:

- She was asked to keep track of when she touched at machine
- She is not suppose to have nails.

Describe corrective behavior and actions:

We feel it is time for Reina to move on from Stripe due to performance. She often is off task, talking and not working. We have given her direction. She chooses not to listen to. Her last day will be April 3rd.

Team Member Comments:

If behavior declines she may be asked to leave at an earlier date.

Employee Signature [Signature]

Date: 03-04-2020

Supervisor Signature [Signature]

Date: 3/4/2020

Manager Signature _____

Date: _____