

Tardiness Coaching Follow Up

Jaime Barnhart <Jaime.Barnhart@theservicecompanies.com>

Tue 4/12/2022 11:21 AM

To: Dillon O'Shea <dillonoshea316@gmail.com>

Cc: Michele Cervantes <cervinitup@stripe.com>;stephanied@stripe.com <stephanied@stripe.com>

Bcc: Jared Sablan <Jared.Sablan@theservicecompanies.com>

Hello Dillon,

I just wanted to follow up to document the conversation we had regarding your tardiness from last week, I will provide the date and time discussed, below.

- Thursday 4/7 - Clocked in 2 hours late, at 8:39am

Regarding the actions needed from you, we will request 30 days of perfect attendance starting tomorrow Wednesday 4/13, as discussed, certain reasons for being late will be excused on a case by case basis but the example given was if you are driving to work and your car were to break down, that would be something we would consider as excused, but overall we hope to see your attendance improve.

Additionally, one point I mentioned during our talk, regarding these dates above, is that there was no communication on your end notifying either me, Stephanie or Michele of your lateness. Moving forward please make sure to notify a manager if you are going to be late.

Best,

Jaime Barnhart
Operations Manager

M: 650.488.4823

E: Jaime.Barnhart@theservicecompanies.com

