

PERFORMANCE DOCUMENT

Name: Ricardo Soler Team Member Number: 54073
 Position: Porter Property: Stripe - SF
 Issued By: Jaime Barnhart Title: Operations Manager

Type of Entry (Check Applicable Box):

<input type="checkbox"/> Documented Verbal Warning	<input type="checkbox"/> Suspension - Number of Days _____
<input type="checkbox"/> Written Warning	<input type="checkbox"/> Suspension Pending Investigation
<input type="checkbox"/> Final Written Warning	<input type="checkbox"/> Termination (complete fields below)
	Last Day Worked: _____ Term Date: _____

Nature of Entry (Check Applicable Box):

☐ Attendance ☒ Policy/Performance

Prior documentation (Dates and Infractions):

3/11 attention to detail - 3/29 taking breaks at times when he shouldn't be on break

Violated standard of conduct. Please refer to the Employee Handbook for conduct standards:

Provide details and description of the infraction:

On 5/19 around 9am Willie (Dish lead) asked you to gather the utensils (this is part of your duties) and you expressed to Willie that you were on break. This was true, but you clocked back in from break around 9:23am and still did not complete the tasks asked of you and did not return to your station, you were then seen eating at a table with Claudia Motino while you should have no longer been on break.

Describe corrective behavior and actions:

Breaks should only be taken at down times (as long as they fall in line with the break schedule), and should not exceed the amount of time for the given breaks (ex: lunch break - 30 minutes).

Team Member Comments:

Employee Signature _____ Date: _____

Supervisor Signature _____ Date: _____

Manager Signature _____ Date: _____