



THE SERVICE  
COMPANIES

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## PERFORMANCE DOCUMENT

Name: Terrence Ross-Covington Team Member Number: E18848  
Position: Receiving 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 checked="" 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):

Had a prior verbal coaching on 4/12 telling Terrence he needed to improve his attendance and to let a manager know when he would be late

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

### Provide details and description of the infraction:

Terrence's start time is supposed to be 6:30am

Tardy on the following dates, and did not notify a manager:

4/23/2024 6:42  
4/24/2024 6:39  
4/25/2024 6:44

### Describe corrective behavior and actions:

Terrence will be required to provide advanced notice for his tardiness, and will need to be on time moving forward

### Team Member Comments:

Employee Signature T. R.C.

Date: 4/26/24

Supervisor Signature \_\_\_\_\_

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

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

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



