



## 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):

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):

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

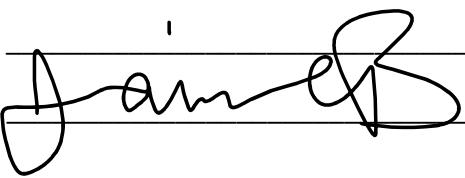
### Team Member Comments:

Employee Signature T. RC

4/26/24  
Date: \_\_\_\_\_

Page 2 of 2  
The Service Companies

Supervisor Signature



Date:

Date:

Manager Signature

5/26/24