

Yaborca



THE SERVICE
COMPANIES

SERVICE. ABOVE ALL

PERFORMANCE DOCUMENT

(10) 945

Name: Keyana Smith Team Member Number: 69763
Position: Line Cook-Food Hall Property: Wind Creek Wetumpka
Issued By: Sonia Crews Title: Onsite 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):
11/29-12/20-1/9-1/25-2/13 N/C-N/S -5/18

Violated standard of conduct. Please refer to the Employee Handbook for conduct standards:
6.6.2 Absent Without Supervisor Permission.
Being Tardy over 30-min- 1 hour

Provide details and description of the infraction:

Absent without supervisor permission.

Describe corrective behavior and actions:

...

Team Member Comments:

Employee Signature Keyana Smith Date: 6/7/2024
Supervisor Signature Sonia Crews Date: 6/7/2024
Manager Signature _____ Date: _____