

**GULFPORT SCHOOL DISTRICT  
CHILD NUTRITION DEPARTMENT  
Verbal Warning Form**

**(Step 1)**



The purpose of this form is to document a “Verbal Warning” given to an employee by a supervisor. A Verbal Warning is administrated when the supervisor talks to an employee about unsatisfactory performance. The Verbal Warning conversation with an employee must include:

- Check list of the unsatisfactory behavior or performance which led to the verbal warning.

After the Verbal Warning has been administered, document it by answering the following questions:

<b>Employee Name (print):</b>	
<b>Location/School:</b>	
<b>Today’s Date:</b>	

Describe in brief detail examples of the employee’s unsatisfactory behavior or performance. Include dates and times of occurrence, specific quotes and any witness:							
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">Tardiness/Leaving Early/ Absenteeism</td> <td style="width: 50%; padding: 5px;">Job Performance</td> </tr> <tr> <td style="padding: 5px;">Violation of District/Departmental Policies</td> <td style="padding: 5px;">Violation of Safety/Serve Safe Regulations</td> </tr> <tr> <td style="padding: 5px;">Rudeness to Customers/Coworkers</td> <td style="padding: 5px;">Other:</td> </tr> </table>	Tardiness/Leaving Early/ Absenteeism	Job Performance	Violation of District/Departmental Policies	Violation of Safety/Serve Safe Regulations	Rudeness to Customers/Coworkers	Other:	
Tardiness/Leaving Early/ Absenteeism	Job Performance						
Violation of District/Departmental Policies	Violation of Safety/Serve Safe Regulations						
Rudeness to Customers/Coworkers	Other:						
<b>Comments/Description:</b> <hr/> <hr/> <hr/> <hr/> <hr/>							

<b>Manager’s Signature (required):</b>	Date:
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Personal business/conversation during work time. (example: Cell Phone Usage.)

Unauthorized use of electronic devices. (example: Radio.)

	Unauthorized removal of property		Tardiness
			Substandard job performance
	Solicitation on the job during work time		Careless errors
	Falsification of records		Intentional negligent damage to System
	Sexual Harassment		Excessive absenteeism
	Rudeness		Failure to notify supervisor of absence in a timely manner
	Insubordination		Personal business/conversation during work time.
	Failure to follow directions		Unauthorized Overtime
	Failure to get along with others		Timecard or time clock violation
	Failure to carry out job responsibilities		Unauthorized use of electronic devices.
	Excessive Absenteeism		Other (describe):
	Failure to wear hair net.		Failure to wear approved work attire.
	Failure to wear slip resistant shoes.		Failure to follow Serve Safe guidelines.
	Failure		