

**GULFPORT SCHOOL DISTRICT  
CHILD NUTRITION DEPARTMENT  
Written Reprimand**

**(Step 2)**

|                               |                         |
|-------------------------------|-------------------------|
| <b>Employee Name (print):</b> | <b>Today's Date:</b>    |
| <b>Manager/Supervisor:</b>    | <b>Location/School:</b> |

**1. Please check:**

|  |                                                                                                                                     |
|--|-------------------------------------------------------------------------------------------------------------------------------------|
|  | First Written Reprimand. Verbal Warning has not corrected situation.                                                                |
|  | First Written Reprimand. Verbal Warning has not been given, but situation is serious enough to warrant immediate Written Reprimand. |
|  | Final Written Reprimand.                                                                                                            |

**2. Check the performance problem(s) that have contributed to this Written Reprimand:**

|                                                    |                                                   |
|----------------------------------------------------|---------------------------------------------------|
| <b>Tardiness/Leaving Early/ Absenteeism</b>        | <b>Job Performance</b>                            |
| <b>Violation of District/Departmental Policies</b> | <b>Violation of Safety/Serve Safe Regulations</b> |
| <b>Rudeness to Customers/Coworkers</b>             | <b>Other:</b>                                     |

**3. Describe examples of employee's unsatisfactory behavior or performance.**

\*  
\*  
\*  
\*  
\*  
\*  
\*  
\*  
\*  
\*

**4. Date prior Verbal Warning was discussed with employee (if applicable) :** \_\_\_\_\_  
(Attach copy of prior Verbal Warning documentation.)

**5. Time period given to correct the problem:**

|                               |         |         |          |          |
|-------------------------------|---------|---------|----------|----------|
| <b>***Circle One Below***</b> |         |         |          |          |
| (1)day                        | (3)days | (1)week | (2)weeks | (1)month |

**6. Date manager/supervisor will meet with employee to discuss progress:** \_\_\_\_\_

**TO BE READ AND SIGNED BY THE EMPLOYEE:**

The above performance problem(s) have been discussed with me, I understand that either failure to improve my performance or the occurrence of other incidents of unsatisfactory behavior will result in further disciplinary action, up to and including termination. The employees' signature does not necessarily signify agreement with this written warning. For employees' comments and additional sheet may be attached and made an official part of this written reprimand.

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Signature:** Immediate Supervisor: \_\_\_\_\_ **Date:** \_\_\_\_\_

