

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



(Step 3)

Employee Name (print):	Today's Date:
Manager/Supervisor:	Location/School:
Administrator: Debbie Chatagnier, R.D.	Prior Written Reprimand Date:

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:

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

3. Administrator and Manager's discussion with employee regarding unsatisfactory behavior or performance.

4. 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:** _____

5. Manager/Supervisor Signature: _____ **Date:** _____

6. CN Administrator recommendation to Personnel Department:

Signature: CN Administrator _____ **Date:** _____

Signature: Personnel Department _____ **Date:** _____