Employee Counseling Notice
City of Gulfport

Last Name First M. I. Department

This is an advisory notice. Future violations or failure to improve may result in further disciplinary action up to and including termination. (Please see back of form for additional information)

Type of Notice:

- ☐ Written Warning
- ☐ Verbal Warning

Type of Infraction:

- ☐ Violation of Policies or Procedures
- ☐ Excessive Tardiness or Absence
- ☐ Poor Job Performance
- ☐ Other (describe briefly) _____

COMPLETE DETAILS OF THIS INFRACTION (Including time and date):

ACTION TO BE TAKEN:

PREVIOUS WARNINGS: Yes ☐ No ☐ If "YES" complete the following:

Verbal	Written	Day	Mo	Yr	TYPE OF INFRACTION
☐	☐				
☐	☐				
☐	☐				

Employee's Comments:

Employee signature acknowledges only that this notice has been read and discussed. It does not constitute agreement with the contents of this notice.

Employee's Signature/Date

Supervisor's Signature/Date

Human Resource Representative/Date

Department Head/Date

Nothing in this Notice in any way creates or should be construed or read to create any employment contract or contractual obligation or warranty or promise of or entitlement to employment between or among the employee and the City or otherwise. Nothing in this Notice changes or alters or should be construed or read in any way to change or alter the "at will" status of employees, meaning such employees may still be terminated from employment for any reason or no reason at all, with or without notice, and without resort to any pre- or post-disciplinary processes, procedures, or administrative hearings. In addition, nothing in this Notice confers or should be construed or read in any way to confer "Civil Service" status on employees or to afford or provide them with any privileges or expectations of or entitlement to any protections, rights, or benefits conferred upon or provided to those employees who have previously acquired "Civil Service" status as set out or further described in Miss. Code Ann. § 21-31-1, et seq. (Rev. 2001) and § 1-68.1 and § 1-68.2 of the City of Gulfport's Code of Ordinances.

Additional Notes: