



**Food & Nutrition Services  
Manager's Notes**

Date: January 20<sup>th</sup>, 21\_\_ Time: 7:31am \_\_\_\_\_ Location: Employee \_\_\_\_\_

Manager: Morgan McCarthy

██████████ called my work cell phone at 7:31am – I was out in the kitchen so I did not answer. She left a message that said the following;

Hi Morgan, I heard you were quite short on Sunday, and I just wanted to let you know that I would be available if you needed me. I might not be able to do a 12 hour shift, but I could do a 4 hour shift even to help out. I just want you to know I care about the department, and if they go short. If you want to call me back you can. Thanks.

She seemed pleasant on the voicemail.

I was not on call the weekend she was referring to so I had no idea they went short. At first I thought she meant SSRH, but it was FMH. ██████████ would have been the NFSS on call. I decided not to call her back and pass along to ██████████.

\*incident that occurred where employee would contact me instead of her direct supervisor – demonstrating personal and professional boundaries\*