[Please place final draft on departmental letterhead]

[Date]

[Name]  
[Title]  
[Campus Address]

Dear [Name],

I am providing you with this letter of reprimand because [summarize behavior/performance that leads to this letter].

Prior to issuing this letter of reprimand, we met on [insert date] with [list names/titles of attendees]. You attended with a union steward [steward’s name] OR When asked if you wanted a union steward to attend the meeting, you declined representation.

[Insert synopsis of meeting, including specifics of issue to include dates and times of occurrence(s)].

Going forward it is important that [clearly lay out expectations for the future]

Additionally it is important that you understand if your behavior in these areas does not improve, the unacceptable behavior is repeated, or future violations of other policies or rules occur, further disciplinary processes and sanctions may be pursued up to and including termination.

This memorandum will be placed in your Human Resources personnel file for three (3) years. If you choose to contest this action you have the right to be represented by SEIU Local 503 and you must file a grievance within thirty (30) calendar days from the effective date of this action in accordance with Article 18 of the SEIU Collective Bargaining Agreement.

Despite these concerns, I value you as an employee. I very much hope that we can move forward in a positive way. If you need assistance in identifying resources that will aid you in complying with these expectations, please let me know.

Sincerely,

[Supervisor Name, Title]

*Employee’s signature confirms only that the supervisor has discussed and given a copy of the material to the employee. The employee’s signature does not indicate agreement or disagreement with the contents of this material.*

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Signature of Employee Date

cc. Grant Keeney, HRIS Data Analyst

Human Resources Personnel File