



OFFICE OF HUMAN RESOURCES

Generating the Letter of Reprimand

The Letter of Reprimand is a step in the progressive intervention (discipline) process. The issuance of a Letter of Reprimand will become a permanent record in the employee's personnel file. In order to issue a Letter of Reprimand related to performance, the employee must have had a Conference Memorandum issued within the previous 12 months that addressed the same subject matter.

PLEASE NOTE – You will ONLY make updates to the areas in RED. The remaining verbiage is standard in ALL Letters of Reprimand. Please consult with the Office of Human Resources if you find it necessary to alter the standard verbiage.

EXAMPLES – Performance Related Cause

Tardiness and/or Absence

Cause for Discipline

- Repeated or unexcused tardiness.
- Repeated or unexcused absence.
- Repeated or unexcused tardiness and absence.

Applicable Rule / Regulation / Policy

District & CSEA – Chapter 36 Collective Bargaining Agreement – Article 13.2.1.b.
District Merit Rule 14.1.4.B.2.

Basis for Reprimand

Despite verbal and written counseling, your excessive tardiness and absenteeism has continued as follows:
[INSERT DETAIL OF TARDINESS and/or ABSENCE to VALIDATE the CONTINUANCE]

History

You were previously directed to report to work on time [INSERT DETAIL OF PRIOR CONFERENCE MEMO]. Despite written counseling, you have continued to report to work late [INSERT DETAIL OF ABSENCE OR TARDINESS].

Reprimand

District & CSEA – Chapter 36 Collective Bargaining Agreement – Article 13.2.1.b. “Repeated or unexcused tardiness after warning” is a CAUSE for reprimand.

District Merit Rule 14.1.4.B.2. “Repeated or unexcused tardiness or absence after warning” is a CAUSE for reprimand.

Direction and Guidance

- Take the necessary steps to eliminate your unexcused tardiness.
- Take the necessary steps to eliminate your unexcused absences.
- Take the necessary steps to eliminate your unexcused tardiness and absences.

Directives

Report to work on time each day that you are scheduled to work.
You must immediately attain and maintain an acceptable level of attendance.

EXAMPLES – Conduct Related Cause

Insubordination

Cause for Discipline

Insubordination, including, but not limited to refusal to do reasonably assigned work or any other serious breach of discipline.

Applicable Rule/Regulation/Policy

District & CSEA – Chapter 36 Collective Bargaining Agreement – Article 13.2.2.a.
District Merit Rule 14.1.4.A.1.

Basis for Reprimand

You have continued to engage in conduct that demonstrates you are not following the directions given to you
[INSERT DETAIL OF PRIOR DIRECTIONS OR DIRECTIVE].

History

You were previously directed to [INSERT DETAIL OF PRIOR CONFERENCE MEMO OR WARNING]. Despite written counseling, you have continued [INSERT DETAIL OF ISSUE].

Reprimand

District & CSEA – Chapter 36 Collective Bargaining Agreement – Article 13.2.2.a. “Insubordination, including, but not limited to refusal to do reasonably assigned work or any other serious breach of discipline. (The refusal to follow an unlawful order or directive does not constitute insubordination.)”

District Merit Rule 14.1.4.A.1. “Insubordination, including, but not limited to refusal to do reasonably assigned work or any other serious breach of discipline.”

Direction and Guidance

This conduct is basis for discipline under District-CSEA Collective Bargaining Agreement - Article 13.2.2.a:

“Insubordination, including, but not limited to refusal to do reasonably assigned work or any other serious breach of discipline. (The refusal to follow an unlawful order or directive does not constitute insubordination.)” and Merit Rule 14.1.4.A.1: “Insubordination, including, but not limited to refusal to do reasonably assigned work or any other serious breach of discipline”.

Directives

When given directions or an assignment, you are directed to follow the directions or engage in the assignment provided to you.