



CONFERENCE MEMORANDUM

DATE: [INSERT DATE]

TO: [INSERT FULL NAME, INSERT TITLE]

FROM: [INSERT FULL NAME, INSERT TITLE]

SUBJECT: Conference of [INSERT DATE]

This memorandum summarizes the conference held on [INSERT DATE] regarding your [INSERT ISSUE] as a [INSERT JOB TITLE] – [INSERT DEPARTMENT] with the Santa Monica Community College District (District). Also, at the meeting (were) (was) [INSERT FULL NAME, INSERT TITLE OR ROLE] and [INSERT FULL NAME, POSITION OR ROLE].

1. During the conference meeting, we discussed the following concern/s:

[SEE MANAGERS TOOL FOR EXAMPLES]

2. Your response in this conference meeting was:

[SUMMARIZE EMPLOYEES RESPONSE]

3. I offered you the following assistance and guidance:

[SEE MANAGERS TOOL FOR EXAMPLES]

I informed you that the District provides assistance to employees through the Employee Assistance Service for Education (EASE). This program provides professional counseling services that can help District employees with a variety of personal issues on a confidential basis. If you feel you can benefit from the services of this program, you are encouraged to contact them at 1-800-882-1341.

I confirmed your understanding of the expectations of you as a [INSERT EMPLOYEE TITLE] and asked if you were aware of any reason that you would not be able to meet the standards and expectations discussed in the meeting. You indicated that you understood these expectations and would be able and willing to meet these standards and expectations.

[INSERT EMPLOYEE FULL NAME]

[INSERT EMPLOYEE TITLE]

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4. I issued you the following directives:

[SEE MANAGERS TOOL FOR EXAMPLES]

- [INSERT DIRECTIVE];
- [INSERT DIRECTIVE];
- Comply with all directives and instructions issued to you by your supervisors; and
- Comply with all District regulations and established procedures when performing your duties as a [INSERT JOB TITLE].

I am issuing this conference memorandum as a reminder of what we discussed in the meeting. It contains important work directives and suggestions to assist you as a [INSERT TITLE] [INSERT NARATIVE THAT EXPLAINS WHY FOLLOWING DIRECTIVES IS ESSENTIAL]. I advise you to refer to this memorandum as needed to help you in meeting the District's expectations of you as an [INSERT JOB TITLE] – [INSERT DEPARTMENT].

If you would like to submit a written response to this Conference Memorandum, the comments/response must be submitted to me by no later than 10 work days after you receive this memorandum.

This Conference Memorandum will not be placed in your personnel file. However, in the event that a Letter of Reprimand is issued within the next 12 months related to causes for discipline similar to those referenced in this Conference Memorandum, this Conference Memorandum will be attached to the Letter of Reprimand, along with your response, if any.

It is my expectation that you will follow the directives issued in this memorandum so that further intervention will not be necessary.

If you have any questions or concerns, please speak with me at [INSERT TELEPHONE NUMBER] or [INSERT EMAIL ADDRESS].

My signature below confirms that I received a copy of this memorandum.

Signature

Date