

SAMPLE



DATE: November 14, 2012

TO: Jane Doe, Administrative Support Coordinator II

cc: Personnel File

FROM: Manager, XYZ Department
Associate Vice President, Department

SUBJECT: Written Reprimand – Unacceptable Job Performance

This memo serves as a written reprimand regarding your failure to perform the required functions of your position by completing duties outlined in your job description. The authority for this written reprimand, and your right to respond, is found within Article 12 of the CSUEU contract. Discipline for failure to perform the normal and reasonable duties of your position is permissible under Section 89535 of the Education Code.

Your work shows an unacceptable number of mistakes. Memos that you type often have to be returned to you because of spelling errors or incorrect format. I have counseled you on several occasions regarding the importance of producing error free documents. Most recently on November 8, 2012, you typed a one-page memo that had three simple spelling errors. On the same day, I gave you a report to type and outlined the format. You did not follow the instructions and the report had to be retyped. These errors reduce efficiency in the department and increase cost. From now on I expect memos to be carefully proofread and error-free before being returned to me. I also expect the correct format to be used consistently.

You have also been advised by me repeatedly that filing is to be done on a daily basis. Filing often accumulates for more than a week before receiving your attention. You were given verbal instructions on October 20, 2012 and October 31, 2012 that nothing was to be stacked on top of the file cabinets. A third reminder was issued via email on November 2, 2012 to clean off the top of the file cabinets, and it included specific instructions as to where the materials should be placed. All of these directives have been ignored. You are instructed to complete your filing each day. Should you not be able to do so, you must notify me via email by the end of the day that you are unable to complete the task and the reason(s) why.

Your success is important to the department and the university, however, you must meet certain performance standards. Should there not be immediate and sustained improvement in your performance as outlined above, further disciplinary action up to and including employment termination will be imposed.

A copy of this written reprimand will be placed in your official personnel file.

SAMPLE

Manager Signature

Date

AVP Signature

Date

Receipt of Written Reprimand

I acknowledge receipt of this written reprimand. I understand that a copy of this written reprimand will be placed in my official personnel file. I also understand that I have the right to prepare a written response that will be attached to the original written reprimand in my file.

Employee Signature

Date