

GUIDELINES FOR LETTER OF WARNING

- Consult with Labor and Employee Relations and the Office of Postdoctoral Affairs before issuing a letter of warning.
- Conduct an Investigatory Meeting, if necessary, to determine if there is just cause for a letter of warning. The Postdoc has a right to request that a union steward be present at this discussion (Weingarten Rights).
- When you issue a letter of warning, meet with the postdoc in person to advise them of the disciplinary action. When meeting with the postdoc, make sure to adequately portray the seriousness of the situation and that this is a formal corrective action process. Be prepared to provide specific examples of performance problems and respond to questions. *The Postdoc does not have the right to representation at this meeting for the purpose of informing the postdoc of the decision.*
- If applicable, review policy or contract article applicable to issue (e.g. Sick Leave; Leave of Absence; Corrective Action/Discipline/Dismissal.)
- Involve the Postdoc in resolution of the deficiencies. Get the Postdoc to commit to improvement. Offer yourself and others as resources.
- The clearer the work expectations, the easier it will be for you to manage/monitor the situation. The facts should speak for themselves. Remember that Article 9 “IDPs and Progress Assessments” requires that within a reasonable time after the beginning of each appointment, the supervisor will communicate the research and progress expectations for the coming year. The Postdoc may request that the goals and expectations on which s/he will be assessed be provided to her/him in writing.
- Warning letters are formal discipline and as such are grievable under the collective bargaining agreement. To the extent possible, letters must be concise, factual, and objective and avoid judgments.

LETTER OF WARNING TEMPLATE
Revised May 4, 2011

Date

Name of Postdoc
Street address
City, State, Zip
(Note: send via certified mail, return receipt requested)

Re: Letter of Warning

Dear Dr. _____,

This is a formal letter of warning, in accordance with the 2010-2015 UC-UAW Collective Bargaining Agreement for Postdoctoral Scholars, pertaining to your work performance [OR MISCONDUCT] in my laboratory. We met on [DATE] to discuss these issues. Specifically, I am concerned about the following: [CLEARLY ITEMIZE THE NATURE OF THE INADEQUATE WORK PERFORMANCE OR MISCONDUCT AS WELL AS YOUR EXPECTATIONS FOR WHAT SHOULD HAVE BEEN DONE].

To remedy these serious problems, I am proposing the following steps, which should ensure that the continuation of your postdoctoral appointment is smooth and successful. [LIST STEPS AND DEADLINES, IF APPLICABLE]

The projects assigned to you are: [LIST SPECIFIC PROJECTS AND TIMELINE]

In addition, you will be expected to adhere to the following conditions: [LIST SPECIFIC CONDITIONS SUCH AS REPORTING TO WORK FOR CERTAIN HOURS; CALLING IN WHEN NOT ABLE TO COME TO WORK, ETC. ALSO BE CLEAR AS TO THE TIMELINE FOR MEETING THESE CONDITIONS]

The University takes your postdoctoral training very seriously. Therefore this action plan is a condition of your continued employment and it is your responsibility to make certain that all necessary actions are taken to ensure that you are able, now and in the future, to conform to University performance expectations. Failure to meet these requirements will result in further disciplinary action, up to and including dismissal from the training program and the University.

If you have any questions concerning this letter or the above-outlined action plan, please feel free to discuss them with me. You may also consult with [NAME AND TITLE OF POSTDOC ADMINISTRATOR], at [PHONE] or [EMAIL].

Sincerely,

Name of PI

*UC-UAW Collective Bargaining Agreement:

http://atyourservice.ucop.edu/employees/policies_employee_labor_relations/collective_bargaining_units/post_docs/agreement.html