



# EMPLOYEE WRITTEN REPRIMAND

Employee Name \_\_\_\_\_

Employee Title \_\_\_\_\_

1. The problem to be corrected; the standard to be met; or the rule, policy or procedure that has been violated:

2. Remedial action expected to correct the problem or behavior (with timetable):

Due Date: \_\_\_\_\_

Due Date: \_\_\_\_\_

Due Date: \_\_\_\_\_

3. Previous reprimands or disciplinary measures (if any):

4. Consequences in the absence of improvement:



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**NOTICE TO THE EMPLOYEE:** A written reprimand is considered a warning letter and is active for six (6) months from the date the letter is signed by the supervisor and will become inactive at the end of the 6-month period unless specifically documented otherwise. Continuation of unsatisfactory work performance or conduct may subject you to further disciplinary action up to and including termination of employment.

## APPROVALS

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Supervisor Name

\_\_\_\_\_  
Supervisor Title

\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Department Head Name

\_\_\_\_\_  
Department Head Title

\_\_\_\_\_  
V.P. Employment Services & Operations

\_\_\_\_\_  
Date

**EMPLOYEE ACKNOWLEDGEMENT:** If you disagree with the cause or content of this written reprimand, you may direct your concerns in writing to your second level supervisor within ten (10) working days of this written reprimand in accordance with P.S. 02.B.01, Staff Grievance Policy.

By signing this document, you acknowledge receipt of this notice and the resulting disciplinary action; however, your signature does not necessarily indicate that you agree with its content.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

xc: \_\_\_\_\_  
Print Department Head Name  
Ivonne Montalbano, ESO

