

MEMORANDUM

DATE:

TO:

FROM:

SUBJECT:      Written Reprimand – [INSERT REASON(S)]

This is to advise you that you are being issued a written reprimand for the reason(s) stated above.

[INSERT DETAILED DESCRIPTION, INCLUDING ALL APPLICABLE DATES]

It is regrettable that this step is necessary, but your inappropriate behavior cannot and will not be condoned or tolerated. Repeated instances of this type of behavior may result in more severe discipline.

You have the right to grieve this discipline through the university grievance procedure or, if applicable to your class, to file a grievance through the appropriate collective bargaining agreement grievance procedure, with such grievance to be filed within the time limits expressed in the procedure.

\_\_\_\_\_  
Signature of Supervisor\_\_\_\_\_  
Date\_\_\_\_\_  
Signature of Employee Acknowledging Receipt\_\_\_\_\_  
Date\_\_\_\_\_  
Signature of Witness Acknowledging Employee's Receipt (Optional)\_\_\_\_\_  
Date\_\_\_\_\_  
Signature of Director/Designee Endorsing Action (Optional)\_\_\_\_\_  
Date

Copy to:      [INSERT AS APPLICABLE]  
                 HR Personnel File