

# SAMPLE



**DATE:** October 2, 2012

**TO:** Jane Doe, Administrative Support Coordinator II

**cc:** Personnel File

**FROM:** Manager, XYZ Department  
Associate Vice President, XYZ Department

**SUBJECT:** Written Reprimand – Attendance

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This memo serves as a written reprimand regarding your attendance. The purpose of this memo and our related conversation is to communicate my expectations regarding your attendance and remind you of the consequence of failure to improve. 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 the position is permissible under Section 89535 of the Education Code.

Over the period of March 2012 to September 2012 you have incurred eight incidences of unscheduled absences:

3/8/12 to 3/9/12	16 hours
3/20/12 to 4/2/12	16 hours
4/16/12	8 hours
5/21/12	4 hours
6/15/12	8 hours
7/23/12 to 7/24/12	16 hours
8/14/12 to 8/15/12	16 hours
9/27/12 to 10/1/12	24 hours

I have discussed your unacceptable attendance with you on several occasions during your employment with the University without success in changing your behavior. Last year, in your performance evaluation, I rated you "Unsatisfactory" with regard to your attendance. In April of this year, I addressed your attendance problems by giving you a Verbal Warning. In June of this year, I addressed your attendance during the annual performance evaluation process at which time I again rated you "Unsatisfactory" and pointed out that you had been docked for over 120 hours during the evaluation year. However, in the six months since your Verbal Warning in March, you have shown no improvement in your attendance.

As I have indicated in our conversations, your frequent unplanned absences compromise our department's ability to provide services to the campus. Each staff member's absence places a

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substantial burden on other staff to assume a greater share of the daily workload. With regard to your attendance, you are simply not fulfilling the normal and reasonable duties of your position.

Please understand that I will no longer tolerate your frequent unscheduled absences. Let me be very clear that unless I see immediate and sustained improvement in your attendance, I will take further corrective action up to and including termination.

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

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Manager Signature	Date
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AVP Signature	Date
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## **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.

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Employee Signature	Date
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