

SAMPLE – DISCIPLINARY LETTER

CONFIDENTIAL MEMORANDUM

To: (EMPLOYEE'S NAME)
(EMPLOYEE'S CLASSIFICATION)

From: (SUPERVISOR'S NAME)
(SUPERVISOR'S TITLE)

Date: (DATE)

Re: (LEVEL OF DISCIPLINE)

(THE PROBLEM)

This letter serves as an official verbal warning for excessive tardiness. On December 6, 2002, I spoke with you about you arriving late to work and the impact it has on the department. At that time you assured me that you would take steps to ensure you would arrive to work on time. Yet my records show that you were late on the following dates:

December 9, 2002	15 minutes late
December 10, 2002	10 minutes late
December 11, 2002	20 minutes late

(IMPACT ON UNIT)

It's important that you are here on time so that I can issue instructions to the entire crew at the same time at the start of the shift. Your tardiness also makes it very difficult to assign work because I'm not sure if I need to request a floater or have the rest of the crew fill in for you until your arrival. When you are late it causes a disruption in the operation of the department.

(STATEMENT OF EXPECTATIONS AND ANY FOLLOW-UP)

Your work schedule is 8:00 to 4:30, Monday through Friday. You are expected to be at work on time according to the established schedule. In order to assess your progress in resolving this issue, we will meet each month to review your attendance record. Our first meeting is scheduled for January 13, 2003.

(CONSEQUENCE OF FUTURE BEHAVIOR)

Failure to report to work on time in the future will result in further disciplinary action up to and including suspension without pay and/or discharge from the University.

(ACKNOWLEDGEMENT OF RECEIPT)

A copy of this letter will be placed in your permanent personnel file in Human Resource Services. Please sign in the space provided below to acknowledge that you received a copy.

Employee Date

Supervisor Date

(COPY THE APPROPRIATE INDIVIDUALS)

Cc: Department file

SAMPLE – DISCIPLINARY LETTER

The Problem: Absenteeism
Tardiness
Careless work
Working within time frames (meeting deadlines)
Failure to follow rules/directions

Impact on Unit: Re-work takes more time
Customer needs not being met
Other co-workers performing your work
Not carrying share of workload

Statement of Expectations and any Follow-Up (if any): Follow rules
Meet time-frames
Show up for work

Consequence of Future Behavior: Suspension, Discharge, etc.

Signature/Copies: Department File