|  |  |
| --- | --- |
|  | SAMPLE |

Memo

To: (Employee)

From: (Principal)

CC: Human Resources

Date:

Re: WRITTEN REPRIMAND – Hours of Work (Continual Tardiness)

(State the Problem)

This memo will serve as a written reprimand in response to your unsatisfactory attendance. Due to the concerns I have regarding your attendance, I have conducted a Level I investigation and recorded the time you have arrived and left the school for the past 20 contract days (dates). I have also met with you on three (3) occasions (dates) with regard to this matter. Despite several meetings and verbal warnings, you have demonstrated a lack of progress towards improving your attendance.

(Present the Evidence & Policy Violations)

Out of 20 contract days in December, you arrived late 15 days and left early 10 days.

In accordance with District Policy DP342 – Hours of Work - Licensed; specifically:

***II.A. Licensed personnel assigned to the local schools are expected to be at school at least one-half hour before school begins and to remain at school at least one-half hour after school is dismissed…***

This memo will serve as a written reprimand and the directives below must be followed immediately and in the future for your continued employment with Jordan School District. Failure to follow these directives and to demonstrate improvement may result in adverse employment action, up to and including termination, in accordance with DP316NEG – Orderly Termination Procedures – Licensed; specifically:

***III.B. a. Insubordination***

***h. Repeated violation of District policy***

***k. Performance, underdeveloped or insufficient skills, lack of knowledge or aptitude, or other employment attribute which is substantially below the performance reasonably expected from other educators having similar responsibilities and duties and responsibilities.***

Be advised that compliance with District Policies are non-negotiable.

(Outline the Directives)

The following directives are to begin immediately:

* You must meet your contract obligation and are expected to be at school at least one-half hour before school begins and to remain at school at least one-half hour after school is dismissed.
* If there is a legitimate reason for you to deviate from your contract time, you must notify me in advance to receive prior approval.

(Evaluate Job Performance)

I will continue to monitor your job performance with the expectation you will improve.

(Kindness Message)

It is my sincere desire to assist you to be successful in your position here at (school). Please let me know if there is anything further I may do to assist you.

(Secure the Signatures)

Your signature below indicates you have received a copy of this memo. You also understand all District policies are available on the District website. I strongly encourage you to read DP342 and DP316NEG. As this issue has risen to the level of a “written reprimand”, a copy of this memo will be placed in your personnel file in the Department of Human Resources.

You may submit a written response to this memo to me within 10 calendar days of receipt of this memo, if you choose to do so.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Date

Xc: HR Administrator

Personnel File