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|  | SAMPLE |

Memo

To: (Employee)

From: (Principal)

CC: Human Resource Department

Date:

Re: WRITTEN REPRIMAND – Sexual Harassment

(State the Problem)

This memo will serve as a written reprimand in response to multiple complaints I have received regarding allegations of inappropriate and unacceptable language by you in the workplace. Following these allegations, I conducted a Level I investigation on (date). You were informed of the right to representation, if disciplinary action will be taken against you.

(Present the Evidence & Policy Violation)

The Level I investigation confirmed these allegations and statements were obtained from several employees regarding your use of crude and vulgar language, sexual conversation and sexual innuendo. Be advised that the use of crude and vulgar language, sexual conversation, sexual innuendo with employees is considered offensive and is a violation of District Policy DP358-Employee Discrimination and Harassment; specifically:

***II.A. II.. Sexual Harassment: A form of sex discrimination. It consists of unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature that is based on one or more of the following conditions.***

1. ***Submission to such conduct is made either explicitly or implicitly as a term or condition to work benefit.***
2. ***Submission to or rejection of such conduct by a co-worker is used as the basis for decisions affecting the work environment.***
3. ***Such conduct has the purpose or effect of unreasonably interfering with an employee’s work performance or creating an intimidating, hostile, or offensive working environment.***
4. ***There are two types of sexual harassment:***
5. ***Hostile Environment: The three levels of hostile environment are the same as those listed for other harassment; e.g., generalized harassment, individually targeted harassment, and criminal harassment.***
6. ***Harassment that culminates in a tangible action which alters the conditions of the working environment (previously called quid pro quo).***

**In addition, District Policy DP358 also states:**

***II.B.E. Reprisal/Retaliation***

***Retaliation under this policy is prohibited. Individuals found to have engaged in retaliatory conduct will face disciplinary action, up to and including termination in accordance with District Policy DP316NEG – Orderly Termination Procedures – Licensed.***

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:

***II.B.1. a. Insubordination***

***h. Repeated violation of District Policy***

***i. Unprofessional conduct not characteristic of or befitting a Jordan District employee***

***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.***

(Outline the Directives)

The following directives are to begin immediately:

* The use of crude and vulgar language, sexual conversation and sexual innuendo with employees must cease immediately.
* The incidents leading to this action are not to be discussed with employees other than your supervisor.
* There is to be no retribution or retaliation against those who provided statements regarding your behavior.
* You are to focus on your work and cease lengthy conversations with employees.
* You are not to make comments to students regarding their appearance and or dress.
* You are to work within the scope of your job description.

(Evaluate Job Performance)

Based on your violation of District policy DP358, I am recommending to the Administrator of Human Resources that you be placed on probation for a period of one year, and a copy of this memo be placed in your personnel file in the Human Resource Department. Be advised that compliance with all District policies is non-negotiable.

(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. The Department of Human Resources will provide you with a formal letter regarding your probation. It is advised that you follow all District policies including DP358 for continued employment with Jordan School District. Feel free to contact me if you have any questions.

(Secure the Signatures)

Your signature below indicates you have received a copy of this memo as well as copies of District Policies DP358 and DP316B, which I strongly encourage you to read.

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

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Employee Date

Attachments: DP358 – Employee Discrimination and Harassment

DP316B – Orderly Termination Procedures – Classified

xc: HR Administrator

Personnel File