

1.0 Purpose

- 1.1 To provide resolutions to problems at the first level of supervision without imposing severe discipline.
 - 1.1.1 Supervisors of managers should attempt to resolve problems informally through counseling meetings before issuing either a Counseling Memo or Letter of Reprimand. However, serious violations may lead to severe discipline without prior counseling.

2.0 Counseling Memo/Letter of Reprimand

- 2.1 If a problem(s) has not been resolved through informal discussion meetings, the supervisor shall deliver a written counseling memo or letter of reprimand to the manager detailing the area(s) of concern. Letters of reprimand shall be considered more severe than counseling memos.
- 2.2 The District shall establish regulations addressing rights to object and appeal.

LRCCD

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Policy Reviewed:
Adm. Regulation [R-9322](#)