

1.0 Contents of a Counseling Memo or Letter of Reprimand

- 1.1 The counseling memo or letter of reprimand shall clearly define the specific violation or area of unsatisfactory performance and the steps which must be taken for improvement. The statement shall contain the following information:
 - 1.1.1 An itemized description giving date, time and nature of violations along with applicable rules and regulations.
 - 1.1.2 The possible consequences of the employee's action, if improvement does not occur.
 - 1.1.3 Steps which must be taken for improvement.

2.0 Procedure for Counseling Memo or Letter of Reprimand

- 2.1 Counseling memos and letters of reprimand may be prepared on standard forms available in Personnel Services. If a standard form is not used, letters of reprimand shall be marked clearly to identify it as such and shall contain the information delineated under Section 1.1.
- 2.2 The immediate supervisor shall discuss with the employee the contents of the counseling memo or letter of reprimand and shall outline requirements for the employee's attaining an acceptable standard of performance.
- 2.3 Copies of the counseling memos are to be provided to the employee and the next higher level of administrative authority. Letters of reprimand shall also be provided to Personnel Services for inclusion in the employee's personnel file. Any written comments regarding the letter of reprimand by the employee are to be included in the employee's personnel file.

3.0 Appeal

- 3.1 If a manager wishes to appeal a letter of reprimand, the individual may do so by delivering to the Director, Personnel Services, within five (5) days of receipt, a written statement describing the objections. The Director, Personnel Services, shall investigate the action and determine whether the action should be sustained, modified or reversed. The decision of the Director, Personnel Services, shall be final. There shall be no appeal of a counseling memo.
- 3.2 The Chancellor may request a meeting with the affected employee.

