

SAMPLE



November 14, 2012

Jane Doe, Administrative Support Coordinator II

Personnel File

Manager, XYZ Department
Associate Vice President, Department

Written Reprimand – Unacceptable Job Performance

This memo serves as a written reprimand regarding your failure to perform the required functions of your position by completing duties outlined in your job description. The authority for this written reprimand, and your right to respond, is found within Article 12 of the CSUEU contract. Discipline for failure to perform the normal and reasonable duties of your position is permissible under Section 89535 of the Education Code.

SAMPLE

Manager Signature

Date

AVP Signature

Date

I acknowledge receipt of this written reprimand. I understand that a copy of this written reprimand will be placed in my official personnel file. I also understand that I have the right to prepare a written response that will be attached to the original written reprimand in my file.

Employee Signature

Date