

The Requirements of an Official Written Warning or Reprimand

1. The reprimand must be individually written, stating specific material facts, such as *Date, Time, Location of, Witnesses to, and Actions of the Individual(s) Involved.*
2. The reprimand must include a citation of the Regulation(s), Rule(s), Contract Provision(s), or Order(s) violated or breached.
3. The reprimand should outline all previous oral and written reprimands or warnings.
4. It must be explicitly factual and to the point. It must prove the misconduct or offense charged by using sensory facts. Be objective and avoid stating subjective conclusions. Tell what you *saw, heard, touched, tasted or smelled.* Let the concrete sensory facts tell the story to prove your case. Any case is weakened in the beginning when disciplinary action is based on more than sensory facts.
5. It must be stated that the letter constitutes a Written Reprimand.
6. It should state that the staff member is being given another opportunity to improve his or her performance and express the hope that he or she does so.
7. It should state that if the staff member does not improve, he or she will be subject to further disciplinary action up to and including possible termination of employment. ***This is a critical point.*** The administrator must remain flexible, usually not stating what the further action will be.
8. The staff member must be handed a copy of the letter with the right to respond noted at the bottom; do not mail it.
9. Forward a copy of the letter to the Personnel Office to be included in the staff member's personnel file.