



## CONFERENCE MEMORANDUM

**DATE:** April 15, 202X  
**TO:** John Doe, Student Services Clerk  
**FROM:** Jane Smith, Manager  
**SUBJECT:** Conference of April 12, 202X

This memorandum summarizes the conference held on April 12, 202X regarding your excessive absenteeism as a Student Services Clerk – Admissions & Records with the Santa Monica Community College District (District). Also, at the meeting was Joe Williams, CSEA Representative and Dorothy Michaels, HR Representative.

**1. During the conference meeting, we discussed the following concern/s:**

In your performance evaluation for period 1/1/202X thru 12/31/202X, signed 1/5/202X, you were rated as below standards in the area of Attendance. This conference meeting was held to discuss the continued excessive absenteeism reported during the 90-days following your performance evaluation.

During this 90-day period (1/1/202X-3/31/202X), you reported the following unexcused absences, assigned to illness leave:

|                     |                          |                           |
|---------------------|--------------------------|---------------------------|
| 1/3/202X – 8 hours  | 2/5/202X – 8 hours       | 3/8/202X – 8 hours        |
| 1/5/202X – 8 hours  | 2/9-2/10/202X – 16 hours | 3/13/202X – 8 hours       |
| 1/13/202X -8 hours  | 2/18/202X – 8 hours      | 3/20-3/21/202X – 16 hours |
| 1/17/202X – 8 hours | 2/23/202X – 8 hours      | 3/28/202X – 8 hours       |
| 1/31/202X – 8 hours | 3/2/202X – 8 hours       |                           |

This level of absenteeism is unacceptable in that it poses an undue hardship on your co-workers and the Department. These excessive absences hinder a supervisor's ability to adequately assign work and meet departmental goals and deadlines. This excessive absenteeism has a direct negative impact on student success.

**2. Your response in this conference meeting was:**

You stated that you understood how excessive absenteeism will place added stress on your co-workers and the Department of Admissions & Records. In addition, you shared your goal of reducing your absences to an acceptable level as to improve your performance. You acknowledged it being your responsibility to discuss with your healthcare provider if there is any issue that would constitute a protected leave and submit the appropriate documentation to the Office of Human Resources, if necessary.

**3. I offered you the following assistance and guidance:**

I reminded you about the importance of your consistent and reliable attendance. We discussed that your excessive absences impede the ability of the Department of Admissions & Records to service our campus community and negatively impacts our students' success.

I also reminded you that excessive absences, after warning, are a basis for discipline under Article 13.2.1 of the District-CSEA Collective Bargaining Agreement.

I advised you to consult with your healthcare provider to obtain certification for absences you feel should be protected by FMLA or CFRA. The District will assist you by designating FMLA related absences as protected absences once the proper documentation is submitted to the Office of Human Resources.

I informed you that the District provides assistance to employees through the Employee Assistance Service for Education (EASE) program. This program provides professional counseling services that can help District employees with a variety of personal issues on a confidential basis. If you feel you can benefit from the services of this program, you are encouraged to contact them at 1-800-882-1341.

I confirmed your understanding of the expectations of you as a Student Services Clerk and asked if you were aware of any reason that you would not be able to meet the standards and expectations discussed in the meeting. You indicated that you understood these expectations and would be able and willing to meet these standards and expectations.

**4. I issued you the following directives:**

- Take the necessary steps to eliminate your unexcused absences;
- You must immediately attain and maintain an acceptable level of attendance;
- You are directed to submit a Report of Absence form and verification immediately upon your return from each absence as required by District policy and the District-CSEA Collective Bargaining Agreement;
- When you arrive late to work, you are directed to submit a Report of Absence form documenting the amount of time by which you are late;
- In instances where you become aware that you will be absent, you are directed to notify your supervisor as soon as you are aware of the future absence so that the Department of Admissions & Records may prepare for your absence;
- Comply with all directives and instructions issued to you by your supervisors; and
- Comply with all District regulations and established procedures when performing your duties as a Student Services Clerk.

I am issuing this conference memorandum as a reminder of what we discussed in the meeting. It contains important work directives and suggestions to assist you as a Student Services Clerk. I advise you to refer to this memorandum as needed to help you in meeting the District's expectations of you as a Student Services Clerk – Admissions & Records.

John Doe  
Student Services Clerk Conference  
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If you would like to submit a written response to this Conference Memorandum, the comments/response must be submitted to me by no later than 10 work days after you receive this memorandum.

This Conference Memorandum will not be placed in your personnel file. However, in the event that a Letter of Reprimand is issued within the next 12 months related to causes for discipline similar to those referenced in this Conference Memorandum, this Conference Memorandum will be attached to the Letter of Reprimand, along with your response, if any.

It is my expectation that you will follow the directives issued in this memorandum so that further intervention will not be necessary.

If you have any questions or concerns, please speak with me at 310-434-XXXX or *smith\_jane@smc.edu*.

My signature below confirms that I received a copy of this memorandum.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date