



Via Personal Delivery

LETTER OF REPRIMAND

July 19, 202X

John Doe
1234 Main Street
Santa Monica, CA 90405

Subject: Letter of Reprimand for Insubordination

John Doe:

The purpose of this communication is to inform you that the Santa Monica Community College District (District) continues to have serious concerns regarding your conduct. This Letter of Reprimand for Insubordination, including, but not limited to refusal to do reasonably assigned work or any other serious breach of discipline is based on the conduct listed below.

District & CSEA – Chapter 36 Collective Bargaining Agreement – Article 13.2.2.a.
District Merit Rule 14.1.4.A.1.

I. BASIS FOR REPRIMAND

You have engaged in conduct that demonstrates you are not following the directions given to you. On June 20, 202X, June 31, 202X, July 10, 202X, and July 15, 202X you were directed to review and respond to all student emails received in the department inbox, but failed to do so. In addition, you failed to notify me of any reason that would prevent you from completing this directive and assigned work. Refusal and/or failure to follow directives of your supervisors may constitute insubordination.

II. REPRIMAND

The following causes for discipline are set forth in the District & CSEA – Chapter 36 Collective Bargaining Agreement – Article 13.2.2.a. “Insubordination, including, but not limited to refusal to do reasonably assigned work or any other serious breach of discipline. (The refusal to follow an unlawful order or directive does not constitute insubordination.)” and District Merit Rule 14.1.4.A.1.: “Insubordination, including, but not limited to refusal to do reasonably assigned work or any other serious breach of discipline”.

John Doe
Student Services Representative
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III. DIRECTIVES

Effective immediately, I am issuing you the following directives:

- When given directions or an assignment, you are directed to follow the directions or engage in the assignment provided to you;
- Complete all assigned tasks and assignments in a timely manner;
- When you find you will be unable to complete assigned work, you are directed to notify your supervisor of any assistance you may need;
- 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 Representative.

I will continue to monitor your compliance with these directives. Failure to follow these directives may result in disciplinary action, up to and including dismissal from District service. It is my expectation that you comply with these directives and refrain from Insubordination, including, but not limited to refusal to do reasonably assigned work or any other serious breach of discipline so that further intervention will not be required.

Within 10 working days after receipt of this Letter of Reprimand, you have the right to submit a written response which will be attached to this Letter. You may submit your written response to the Office of Human Resources or directly to me. A copy of this Letter of Reprimand, and your written response if submitted within the 10 working days along with any and all attachments, will be placed in your Personnel File.

If you have any questions or concerns, please contact me at 310-434-XXXX or smith_jane@smc.edu.

Respectfully,

Jane Smith
Manager
310-434-XXXX
smith_jane@smc.edu

Attachment: District & CSEA – Chapter 36 Collective Bargaining Agreement – Article 13.2.2.a.
District Merit Rule 14.1.4.A.1.

cc: Monica Chen, Vice President, Human Resources
Thomas Radcliff, Vice President, Admissions & Records
Jane Smith, Manager
Personnel File