



*Via Personal Delivery*

**LETTER OF REPRIMAND**

July 19, 202X

John Doe  
1234 Main Street  
Santa Monica, CA 90405

**Subject: Letter of Reprimand for Repeated and Unexcused Absences**

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 performance. This Letter of Reprimand for repeated and unexcused absence is based on your performance detailed below:

District & CSEA – Chapter 36 Collective Bargaining Agreement – Article 13.2.1.b.  
District Merit Rule 14.1.4.B.2.

**I. BASIS FOR REPRIMAND**

Despite verbal and written counseling, your excessive absenteeism has continued as follows:

4/17/202X – 8 hours	5/23/202X – 8 hours	6/28/202X – 8 hours
4/31/202X – 8 hours	6/2/202X – 8 hours	7/6/202X – 8 hours
5/5/202X – 8 hours	6/8/202X – 8 hours	7/11/202X – 8 hours
5/9-5/10/202X – 16 hours	6/13/202X – 8 hours	
5/18/202X – 8 hours	6/20-6/21/202X – 16 hours	

**II. HISTORY**

In your performance evaluation for period 1/1/202X thru 12/31/202X, signed 1/5/202X, you were rated 'below standards' in the area of Attendance. A conference was held on April 12, 202X to discuss your continued and excessive absenteeism. You were provided with a conference memorandum dated April 15, 202X that documented the directives given at that conference to immediately attain and maintain an acceptable level of attendance. Despite verbal and written counseling, your excessive unexcused absences have continued.

### **III. REPRIMAND**

The following causes for discipline are set forth in the District & CSEA – Chapter 36 Collective Bargaining Agreement – Article 13.2.1.b. and District Merit Rule 14.1.4.B.2. “Repeated or unexcused tardiness after warning.”

### **IV. DIRECTION AND GUIDANCE**

The following directions outlined below are intended as guidance to meet the expectations of the Department of Admissions & Records related to repeated or unexcused absence:

Take the necessary steps to eliminate your unexcused absences.

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.

### **V. DIRECTIVES**

Effective immediately, I am issuing you the following directives:

- You must immediately attain and maintain an acceptable level of attendance;
- Report to work on time each day that you are scheduled to work;
- 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.

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 that your performance improves so that further intervention will not be required.

I will continue to monitor your compliance with these directives. Following the issuance of this Letter of Reprimand, I will meet with you to develop a Performance Improvement Plan that will detail specific expectations for your improved performance.

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.

John Doe  
Student Services Representative  
Letter of Reprimand- Performance Related Cause  
July 19, 202X  
Page **3** of **3**

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

Attachments: Conference Memorandum dated April 15, 202X  
District & CSEA – Chapter 36 Collective Bargaining Agreement – Article 13.2.1.b.  
District Merit Rule 14.1.4.B.2.

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