



[INSERT DELIVERY METHOD – i.e.: Via Personal Delivery]

LETTER OF REPRIMAND

[INSERT DATE]

[INSERT FULL NAME]

[INSERT ADDRESS, UNIT/APT. #]

[INSERT CITY, STATE ZIP CODE]

Subject: Letter of Reprimand Based on Conduct

[INSERT FULL NAME]:

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 [INSERT CAUSE FOR DISCIPLINE BASED ON CONDUCT] is based on the conduct listed below.

[INSERT APPLICABLE RULE/REGULATION/POLICY/ CBA SECTION NUMBER, ETC.]

I. BASIS FOR REPRIMAND

[INSERT DETAILS OF CURRENT ALLEGATIONS (SEE EXAMPLES IN MANAGERS TOOL)]

II. HISTORY

[INSERT DETAILS OF PRIOR INTERVENTION MEASURES (SEE EXAMPLES IN MANAGERS TOOL)]

III. REPRIMAND

The following causes for discipline are set forth in the [INSERT APPLICABLE CBA ARTICLE / MERIT RULE / BOARD POLICY]

IV. DIRECTIONS AND GUIDANCE

The following directions outlined below are intended as guidance to meet the expectations of the [INSERT DEPARTMENT] related to [INSERT ISSUE]:

[INSERT EMPLOYEE FULL NAME]

[INSERT EMPLOYEE TITLE]

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- Outline the facts/concerns related to the issue stated above with expectations of what do and references to applicable RULE/REGULATION/POLICY/BARGAINING AGREEMENT

V. DIRECTIVES

Effective immediately, I am issuing you the following directives:

- [INSERT DIRECTIVE];
- [INSERT DIRECTIVE];
- [INSERT DIRECTIVE];
- [INSERT DIRECTIVE];
- 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 [INSERT JOB TITLE].

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 [INSERT REASON FOR DISCIPLINE] conduct 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 [INSERT TELEPHONE NUMBER] or [INSERT EMAIL ADDRESS].

Respectfully,

[INSERT FULL NAME]

[INSERT TITLE]

[INSERT Telephone:]

[INSERT Email:]

Enclosure: [INSERT RULE/REGULATION/POLICY AND RELEVANT ITEMS NOTED ABOVE]
Agreement Between SMCCD and CSEA, Section 13.2 (Causes for Disciplinary Action)
Agreement Between SMCCD and CSEA, Section 13.5 (Progressive Steps in the Discipline Process)

cc: [INSERT VP-HR FIRST AND LAST NAME], Vice President-Human Resources

[INSERT EMPLOYEE FULL NAME]

[INSERT EMPLOYEE TITLE]

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INSERT AREA VP NAME AND TITLE]

[INSERT IMMEDIATE MANAGER/SUPERVISOR NAME AND TITLE, if applicable]

Personnel File