To: EMPLOYEE

From: SUPERVISOR

Date:

Subject: Written Reprimand

EMPLOYEE has shown a EXAMPLE OF BEHAVIOR. This job requires independent work and EMPLOYEE has been shown to be EXAMPLE OF PROBLEM.

As an employee of the library, EMPLOYEE is required to follow the personnel policy. The policy states:

As integral members of the Library team, employees are expected to accept certain responsibilities, adhere to acceptable business principles in matters of personal conduct, and exhibit a high degree of personal integrity at all times.

The following is a list of behaviors that could result in disciplinary action up to and including termination.

**B. BREACHES OF CONDUCT**

* Insubordination or failure to perform reasonable duties which are assigned.
* Unauthorized use of material, time, equipment or property of the Library or a patron.
* Conduct that the Library feels reflects adversely on the employee or the Library.
* Performance that does not meet the requirements for the position.
* Repeated tardiness or absence; failure to report for work without a satisfactory reason; abuse of leave privileges.
* Any behavior that results in an employee not performing his/her job.

Please be advised that if immediate and sustained improvement in your behavior is not realized, you will be subject to further disciplinary action up to and including termination of employment.

EMPLOYEE ACKNOWLEDGEMENT: I acknowledge receipt of this written reprimand but not necessarily agreement with its content. I understand that a copy of this written reprimand will be placed in my official personnel file and that I have the right to prepare a letter of rebuttal to be attached to the written reprimand.

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EMPLOYEE Date

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MANAGER Date