



(Date), 2017

To: _____

From: _____
Supervisor

RE: Letter of Reprimand

On Friday, (Date), 2017, Hyun Allister (Sr. HR Analyst) and I met with you to discuss several issues regarding your recent actions at work. As a result of your actions and the discussion at that meeting, I believe you have violated City Policy 20, Standards of Conduct, Section 4, 4.1, d., and I have decided to issue you this written reprimand. Additionally, I am warning you that future actions of this type will result in additional discipline up to and including termination.

On or about (Date), 2017, _____, sent you an email that outlined his expectations of your behavior in the workplace as a result of recent actions on your part towards other employees of the City. Specifically, _____ directed that:

You are expected to conduct yourself appropriately in the workplace. . . , and you are to refrain from any actions that single out and harass another employee. If you do not comply with my direction on this matter and change your behavior towards other employees you risk disciplinary action up to and including termination.

On _____, you were issued a verbal reprimand for your actions of disrespect and harassment towards another employee. You were once again advised that further actions of this nature would result in additional disciplinary action up to and including termination.

On (Date), 2017 at around 5:15p, you were observed with

_____ I consider this action on your part further evidence of your continued disrespect and harassment of a fellow city employee as prohibited by City Policy 20, Standards of Conduct, Section 4, 4.1, d. which prohibits showing disrespect towards a fellow employee.

_____, you have been warned about your behavior by the _____, the _____ Director, the _____ Director and myself. This apparent belief that you can continue to ignore our warnings, that you can continue to take actions that disrespect and harass other employees and that you can do what you want in the workplace regardless of the policies or rules of the City has to stop. As I indicated earlier, if you continue to behave and perform in violation of City Policies, you will be subject to further discipline up to and including termination.