**Department XXXX**

Eastern Washington University

Cheney, WA 99004-2445

Hand Delivered or Regular and Certified mail-(Choose)

**Date: \_/\_/\_**

**Name, Title**

**Address *(If being mailed – Otherwise, you can use office location)***

**City, State Zip**

**RE**: Written reprimand

Dear Mr. /Ms. Employee Name:

This is a written reprimand for (**general area of concern EXAMPLE: POOR ATTENDENCE)** which occurred on **date(s).** The purpose of this written reprimand is to address deficiencies or re-occurring deficiencies in your performance regarding **(description of duties or activity EXAMPLE YOUR EXPECTED ATTENDENCE).**  You and I have discussed this previously on **dates, and you received a (INSERT DATES OF ANY PRIOR CONVERSATIONS, DISCUSSIONS OF EXPECTATIONS, COACHING AND COUNSELING, VERBAL REPRIMANDS OR NEW ISSUE HERE).** However based on the incident that occurred on **date** I believe a written reprimand is warranted. This disciplinary action is being taken pursuant to Article 37 of the current collective bargaining agreement between EWU and the Washington Federation of State Employees (WFSE).

**Describe incident( Specific incidents leading to discipline EXAMPLE: YOU WERE LATE TO WORK ON THE FOLLOWING DATES, January 1, 2, 3, 4, 7 9 and left early on January 3, 6, 9, 10)**

**Describe expectation (EXAMPLE: AS STATED IN YOUR PERFORMANCE EXPECTATIONS EMPLOYEES ARE EXPECTED TO ARRIVE TO WORK ON TIME AND WILL CALL THEIR SUPERVISOR IMMEDIATELY IF AN UNFORESEEN EVENT WILL CAUSE THEM TO BE LATE, REQUESTS TO LEAVE WORK EARLY MUST BE APPROVED IN ADVANCE BY YOUR SUPERVISOR)**

As required in Article 37 of the current collective bargaining agreement between EWU and WFSE, you have been afforded all due process rights for representation and response during the investigative process. If you disagree with this decision you have the right to appeal through the grievance process provided in Article 40 of the current collective bargaining agreement.

I hope you understand the seriousness of your actions and will take steps to improve your performance. If I can provide additional information, or if you have any questions about my expectations, please contact me immediately. This letter is intended to convey to you the importance of meeting workplace standards and expectations. You are an important part of our team, and it is my expectation you will have no further incidents of this type. Future occurrences of conduct such as this or other performance deficiencies may result in corrective or disciplinary action, up to and including termination.

Sincerely,

Supervisor Name, Title

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Employee Signature and Date of Receipt

*Your signature above only signifies that you received this document,*

*and does not signify that you accept or agree with its contents.*