



UNIVERSITY OF GUAM UNIBETSEDÁT GUAHAN

UOG Station, Mangilao, Guam 96923

“FOR CLASSIFIED SERVICE EMPLOYEES”

Date: _____

MEMORANDUM

TO : _____
(Employee's Name)

FROM : _____
(Supervisor's Title)

SUBJECT : **Letter of Reprimand**

This memorandum is to advise you that you are hereby reprimanded in your position as a(n) _____, with the University. This action is based on the following facts:
(Position Title)

1. _____
(State time and date of incident/issue)

2. _____
(Describe the incident/issue in sufficient detail to allow for ready interpretation by other concerned party(ies))

3. _____
(Cite how the incident/issue interferes with the work environment and operations; employee performance or the safety and well-being of other employees)

Your actions in this matter constitute a violation of the following policy(ies) which state(s): *(Please check with Human Resources Rules and policy(ies) or attach a copy of the Department, Administrative Manual or Safety and Disaster Manual Policy)*

Your conduct as described above constitutes sufficient cause for disciplinary action. In addition, you have been disciplined in the past as follows:

(List prior violations in chronological order)

- | | | | |
|----|-------------|--|------------------|
| 1. | _____ | _____ | _____ |
| | (Violation) | (Type of action taken – counseling, letter of warning) | (Date of Action) |
| 2. | _____ | _____ | _____ |
| | (Violation) | (Type of action taken – counseling, letter of warning) | (Date of Action) |
| 3. | _____ | _____ | _____ |
| | (Violation) | (Type of action taken – counseling, letter of warning) | (Date of Action) |
| 4. | _____ | _____ | _____ |
| | (Violation) | (Type of action taken – counseling, letter of warning) | (Date of Action) |

A copy of this memorandum will be placed in your **Official Personnel File**. You are strongly advised to heed this notice, resolve to change your behavior, and improve your performance. In order to avoid further disciplinary measures, it is recommended that you:

(Explain what the employee must do to improve performance or change behavior)

Your performance will be reviewed until _____ for progress and improvement.
(Cite a time limitation)

If you fail to change or improve, there may be no alternative but to consider more stringent disciplinary measures, including adverse action which may result in demotion, suspension and dismissal.

Should you have any questions in this matter, please feel free to contact me.

(Supervisor's Signature)

ACKNOWLEDGED:

(Employee's Signature)

Date

cc: Employee's Personnel File