

DATE: Wednesday, February 09, 2011
TO: Bad Employee
FROM: Other Person
SUBJECT: NOTICE OF PROPOSED DISCIPLINE: LETTER OF REPRIMAND

This Notice of Proposed Discipline is to advise you that I am proposing to place a Letter of Reprimand in your City personnel file. I am proposing that this Letter of Reprimand be placed in your personnel file as a result of your violation of the following:

1. *Civil Service Rule VIII, Section 2(b) -- Inefficiency or incompetence in the performance of duty,*

This action is based on the following facts/grounds:

During the week of **XXX**, you did bad stuff.

Also, on **XXX**, you did more bad stuff.

Finally, your conduct was bad, bad, bad

[Include reference to and copies of supporting documents]

2. *Civil Service Rule VIII, Section 2(f) – Dishonesty, and*

This action is based on the following facts/grounds:

During the week of **XXX**, you did bad stuff.

Also, on **XXX**, you did more bad stuff.

Finally, your conduct was bad, bad, bad

[Include reference to and copies of supporting documents]

3. *City/Departmental Policy Number 12345: -- Failure to do good stuff*

This action is based on the following facts/grounds:

During the week of XXX, you did bad stuff.

Also, on XXX, you did more bad stuff.

Finally, your conduct was bad, bad, bad

[Include reference to and copies of supporting documents]

Any future actions on your part that indicates professional incompetence or intentional violations of City policies will result in further, progressive discipline. In order to ensure your compliance, I will review your performance each month for the next six months. In addition, each week, you will be required to present to me a concise, written status report on all work projects that have been assigned to you. This will continue for at least the next six months [This part is optional.]

You are scheduled to have a pre-disciplinary hearing with the Department Director on Monday, January 30, 2025 at 3:00 pm at [Location]. If you decline this opportunity to meet with the Director or you fail to attend this meeting, the Letter of Reprimand will be placed in your City personnel file. You may submit either an oral or written response to this Notice of Proposed Discipline – Letter of Reprimand at the time of the hearing.

Please notify XXX, to confirm or decline the opportunity to meet.

This Notice of Proposed Discipline serves to inform you that any future violation of City or Department rules, regulations, or policies relating to any similar misconduct may result in further discipline up to and including termination from employment.

You are hereby admonished not to retaliate against any of the witnesses or parties involved in this action. Failure to abide by this admonishment may result in further discipline up to and including termination from employment.

Super Visor

Date

