

LETTER OF WARNING

FUPOA PA Article 8 - Discipline and Dismissal SCOPE: Police Officers

Summary

A Letter of Warning normally consists of five (5) sections:

1. Description of the action being taken and the performance deficiency or misconduct;
2. Statement of what the employee must (or must not) do to correct the performance or misconduct;
3. Statement of the Action that may be taken if the correction is not made;
4. Information about appeal rights;
5. A concluding section that lists the documents considered in the decision to issue the Letter of Warning.
6. A closing section that lists the documents considered in the decision to issue the letter of warning (i.e. performance evaluations, rules or policies, memos, etc.), Proof of Service, and the names of the individuals receiving copies of the letter.

You must consult Employee & Labor on proposed corrective actions.

Instructions are in Boldface Type

[Date]

[Employee's Name]

RE: Letter of Warning (Example)

Section 1: Describe the misconduct or performance deficiency and the action being taken. Describe the rule or performance standard that was violated, and how the employee knew (or should have known) of the proper conduct or performance. Cite specific examples. Describe behavior, not "attitude". List previous verbal or written counseling and department performance evaluations. (See FUPOA contract Article 8 Discipline and Dismissal)

I am issuing this letter of warning because of your excessive absenteeism and your failure to follow our department's attendance standards (General Orders 313). On Monday, November 6, 2003, you did not report to work or notify me of your absence. General attendance rules require employees to phone her/his supervisor in advance if s/he will be absent or unexpectedly late for work. When I had not heard from you by 9 AM on Monday, I called and left a message on your answering machine asking you to return my call, which you failed to do. This morning, when I asked you what happened, you said you were sick, had forgotten to call, and did not know I had left a message because you had turned off the telephone's ringer.

You and I have previously discussed attendance. When you joined our department, I went over our General Order 313 Attendance with you. We talked about this issue again on January 20, 2003, when I expressed concern over your frequent absences. Between January and June, you had seven more incidents of absence or tardiness, for a total of 62 hours.

On June 1, 2003, we discussed your performance evaluation, which assessed you as "needs improvement" due to your poor attendance. Since your June performance evaluation, you have been absent or late to work 10 separate times, for a total of 75 hours missed. This is unacceptable. When you are not at work, other officers must assume your work shift, and other administrative tasks are left undone.

Section 2: State what the employee must (or must not) do to correct the performance or misconduct. Clarify your expectations. You may want to use specific examples in order to ensure that the employee understands what you want done. State when you want the correction made. For most types of performance deficiencies or misconduct, you will want correction "on an immediate and sustained basis".

I expect you to improve your attendance to an acceptable level and in accordance with General Order 313, on an immediate and sustained basis. For future absences you will be required to submit a verification of illness from your physician for all absences due to personal illness.

Section 3: State the probable action to be taken if the offense is repeated or deficiency persists.

Failure to meet my expectations may result in further corrective action up to and including dismissal.

Section 4: State the employee's right to appeal.

You may request review of this action under the UC/FUPOA PA Agreement Article 6, Grievance Procedure. If you wish to request review of this action, you must do so in writing, using the appropriate form. Your written request for review must be received in the campus Labor Relations Office no later than thirty (30) calendar days from the date of this letter.

Section 5: All materials that were relied upon in considering this action must be listed and attached to the letter. Document examples include attendance records, time cards, memos, performance evaluations, schedules, department rules, etc. If there are many documents, you should number them sequentially.

A Proof of Service shall be attached and individuals receiving copies of the letter should also be listed.

[Signature of Supervisor]
[Supervisor's Title]

Attachments: Department's Attendance Standards (1)
Performance Evaluation (2)
Attendance Record's (3)
Proof of Service (4)

cc: [Department Head]
[Department File]
[Employee & Labor Relations Consultant]
[Personnel File (via Employee & Labor Relations)]