



**EDMONDS SCHOOL DISTRICT NO. 15**  
**Human Resources Division**

September 2007	<b>WRITTEN REPRIMAND GUIDELINES</b>	VII-B
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A written reprimand is simply a brief, documented statement of an inappropriate action by an employee which must contain:

1. A statement that this letter constitutes a written reprimand.
2. An explicit, to-the-point statement of the specific material facts in the alleged misconduct such as date, time, place, witnesses, and actions of the individual(s) involved, addressing what actually occurred and the reason for the reprimand. (Substantiate the misconduct or offense by using concrete sensory facts.)
3. A quotation of the rule, regulation, policy, conduct, procedure, order, or designated responsibility violated or breached.
4. An outline of any previous oral and/or written warnings issued for comparable or related offenses which are documented.
5. A statement that the employee is being given another opportunity to improve his or her conduct, an expression of hope the s/he will do so, identification of what behavior or performance is expected, and (if applicable) a statement of a reasonable period of time within which it is expected that the misconduct will be corrected.
6. Suggestions for improvement of the undesirable conduct.
7. A statement that if there is no improvement or if the employee commits such a violation again s/he may be subject to further disciplinary action.
8. Establish a date/time frame for when to revisit.
9. A provision for the employee to sign and date the communiqué, acknowledging receipt. (The signature of the employee receiving the reprimand does not indicate agreement.)
10. A "c: Personnel File."

A written reprimand is usually issued after oral (and/or possibly written) warnings for alleged misconduct. It may serve as first notice to those who have seriously breached law, policy, or designated responsibility. It is developed with the involvement of the appropriate divisional administrator and Human Resources Director.

The written reprimand (on the supervisor's letterhead) shall be personally delivered to the employee on the date of issue by the supervisor issuing the reprimand.

A copy of the employee-signed reprimand shall be sent to Human Resources for placement in the employee's personnel file as a record of the misconduct.