



## WRITTEN REPRIMAND (EXAMPLE)

NAME : Mary Jones	EMPLOYEE ID # : 111111	BUDGET ACCOUNT#:8103 279 2480
DEPARTMENT : Department of Human Resources		DIVISION : Strategic Initiatives & Administrative Services
SECTION :	SUPERVISOR : J. C. Scarborough	DATE : 01/16/2015

A copy of this written reprimand will be placed in the employee's personnel folder maintained by the Office of Human Resources at the College of Southern Nevada in accordance with NAC 284.638.

### STATEMENT OF SUPERVISOR

During the week of January 12, 2015 you were late to work three times (10 minutes late on 1/12/15, 8 minutes late on 1/13/15 and 23 minutes late of 1/14/15). This continues your pattern of tardiness that was the subject of a Letter of Instruction dated [Insert Date] and a Written Warning dated [Insert Date].

The behavior you exhibited is in violation of NAC 284.650 (subsection 15 – Unauthorized absence from duty or abuse of leave privileges, and NSHE Prohibitions and Penalties for Classified Staff (subsection C.15 – Frequent or continual tardiness and/or failure to report to work promptly after rest and meal periods). Any recurrence of this type of behavior on your part will result in the imposition of progressive disciplinary action up to and including suspension and/or termination.

It is my expectation that you will consistently be at your work station, ready to work, at the time designated for the start of your shift. I expect you to immediately and fully comply with this expectation. Your progress toward meeting the expectations listed above will be monitored on an ongoing basis. I encourage you to contact me whenever you feel you need information, assistance or support in meeting these expectations.

You may choose to prepare a written response for attachment to this Written Reprimand and inclusion in your personnel file. Any such response should be submitted to me within three (3) business days. Please note that a written response to the issue does not initiate the grievance process.

You have the right to grieve this action in accordance with NAC 284.678. You may wish to contact the Office of Human Resources for information on procedural guidelines for filing a grievance.

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Employee's Signature  
(Signature acknowledges receipt of reprimand only)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Appointing Authority Review

\_\_\_\_\_  
Date