

1.0 Contents of a Counseling Memo or Letter of Reprimand

- 1.1 The counseling memo or letter of reprimand shall clearly define the specific violation as outlined in Board Policy ([P-6912](#)) and the steps which must be taken for improvement. The statement may contain the following information:
 - 1.1.1 An itemized description giving date, time and nature of violations along with applicable rules and regulations.
 - 1.1.2 The possible consequences of the employee's action, if improvement does not occur.
 - 1.1.3 Steps which must be taken for improvement.

2.0 Procedure for Counseling Memo

- 2.1 Counseling memos may be prepared on standard forms available in the administration office at the colleges or in Personnel Services.
- 2.2 The Administrative Officer, immediate supervisor and/or manager shall discuss with the employee the contents of the counseling memo and shall outline requirements for the employee's attaining a reasonable standard of performance.
- 2.3 Copies of the counseling memo shall be provided to the employee and the next higher level of administrative authority. A counseling memo shall not be placed in the employee's personnel file, except as an attachment to a subsequent document.
- 2.4 There shall be no right to appeal a counseling memo.

3.0 Procedure for Letter of Reprimand

- 3.1 Letters of reprimand may be prepared on standard forms available in the administration office at the colleges or in Personnel Services. If a standard form is not used, letters of reprimand shall be marked clearly to identify it as such and shall contain the information delineated under Section 1.1.
- 3.2 The Administrative Officer, immediate supervisor and/or manager shall discuss with the employee the contents of the letter of reprimand and shall outline requirements for the employee's attaining a reasonable standard of performance.
- 3.3 Copies of the letter of reprimand shall be provided to the employee, the next higher level of administrative authority and Personnel Services for inclusion in the employee's personnel file. Any written comments regarding the letter of reprimand by the employee are to be included in the employee's personnel file.
- 3.4 If a permanent employee wishes to appeal a letter of reprimand, the individual may do so by delivering to the Administrative Officer within five (5) working days of receipt, a written statement describing the objections. The Administrative

Officer shall investigate the action and determine whether the action should be sustained, modified or reversed. The decision of the Administrative Officer shall be final.

(Formerly P-6632)

LRCCD

Adm. Regulation Adopted: 12/3/75
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