MEMORANDUM

CITY AND COUNTY OF BROOMFIELD

TO: (Name, Department)

FROM: (Name, Department)

DATE: (Date)

SUBJECT: (Subject)

SAMPLE – CORRECTIVE ACTION (LETTER OF REPRIMAND - PERFORMANCE IMPROVEMENT PLAN)

Keep in mind that this is just a sample and your Human Resources Representative can assist you with tailoring the document to fit your situation. This memorandum must be reviewed and approved by a representative from Human Resources and from the City and County Attorney's office before it is presented to the employee.

MEMORANDUM TO: Employee, Position Title

FROM: First-Line Supervisor, Position Title

SUBJECT: Corrective Action – Letter of Reprimand

DATE: (DATE)

You are hereby reprimanded and placed on a **performance improvement plan** for the following violation to the Personnel Merit System of the Broomfield Municipal Code:

Section 2-14-160 (A) Failure to adequately perform the duties of the job.

Background

On December 13, 20XX, I counseled you regarding unsatisfactory work performance. Specific job standards and expectations were attached to your interim performance evaluation dated November 1, 20XX. You were directed to complete the duties as outlined on the attached schedule and to pay close attention to the maintenance concerns noted by the employees located in the building.

Reasons for Proposed Corrective Action

Despite previous counseling, your performance has not improved to satisfactory levels as evidenced by:

Trash not being removed on a daily basis

Conference tables have not been wiped down and dried on a daily basis

Rest rooms are not clean and supplies have not been re-filled.

Next Steps

I am placing you on a performance improvement plan for the next 30 days. I expect you to meet the following requirements:

Daily - Empty the trash receptacles at the end of the day.

Daily - Clean and disinfect all conference tables.

Daily – Clean and disinfect all restrooms. Re-stock paper supplies.

Daily – Vacuum all common areas. Mop all tile floors.

Weekly – Dust mini blinds.

Weekly – Dust all furniture and fixtures.

Weekly – Vacuum all offices.

I will be checking your progress and providing feedback to you on a weekly basis. I will also be asking for feedback from the employees in the building to ensure that you are meeting their expectations.

Failure to comply with the requirements of this Corrective Action will result in disciplinary action, up to and including termination. This corrective action will remain in your personnel file for future reference.

If you believe that this corrective action is not justified, you may file a grievance under the grievance procedure outlined in the Personnel Merit System at Section 2-14-190 of the Broomfield Municipal Code. This corrective action will be placed in your personnel file.

[Insert for full-time employees only] If you feel that a personal problem is contributing to your inability to meet these expectations, be advised that the Employee Assistance Program is available to assist you with personal issues. You may contact this confidential service by calling 1-800-865-1044.

Should any questions arise regarding this process, please contact Suzanne Smith, Director of Human Resources, at (303) 438-6325.

ACKNOWLEDGEMENT OF RECEIPT:

_____ _____

Employee Signature Date

Distribution -	Original:	Personnel File
	Copy:	Employee
		Supervisor