**VIA EMAIL**

INSERT DATE

EMPLOYEE NAME

STREET ADDRESS

CITY, STATE ZIP

**RE: WRITTEN REPRIMAND**

Dear INSERT NAME:

This is a follow up to our meeting which occurred on INSERT DATE OF WEEK, INSERT DATE at INSERT TIME. The meeting was an Article 12.2 Written Reprimand meeting. The following were in attendance: 1) INSERT NAME, 2) INSERT NAME, 3) INSERT NAME, and 4) INSERT NAME.

The following INSERT TYPE OF ISSUE(S) were discussed:

INSERT NARRATIVE (INCLUDE HOW AND WHAT EXPECTATIONS WERE NOT MET)

INSERT EXPECTATIONS MOVING FORWARD

On INSERT DATE, an attempt was made to informally resolve the matter. Additionally, on INSERT DATE, a Verbal Counseling was issued. Finally, on INSERT DATE, a Written Warning was issued.

Pursuant to Article 12.2 of the YSU/OEA collective bargaining agreement, we are at the Written Reprimand step of the corrective action process and you are being issued a written reprimand for INSERT NATURE OF OFFENSE.

The University will not place this letter in your personnel file until thirty (30) days after receipt (INSERT DATE). During the thirty (30) day period, you may address the Written Reprimand through the appeals process (Article 12.6) and the grievance procedure (Article 8). If the matter is resolved, this letter will not be placed in your personnel file. If upheld, a copy of this letter will be placed in your personnel file.

Any further issues may result in progressive discipline. We hope that the Article 12.2 Written Reprimand will suffice and the issues identified are addressed

and resolved.

Sincerely:

DEAN

cc: Cynthia Kravitz, Chief Human Resources Officer

Kevin Kralj, Director Labor and Employee Relations

 Applicable Supervisor

 Provost

 DFR

 INSERT NAME, OEA President

 INSERT NAME, OEA Representative

 Ghia Burzynski, Human Resources Office Administrator