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|  |  SAMPLE |

Memo

To: (Employee)

From: (Principal)

CC: Human Resource Department

Date:

Re: WRITTEN REPRIMAND – Harassment and/or Hostile Work Environment

(State the Problem)

This memo will serve as a written reprimand in response to multiple complaints I have received regarding allegations of inappropriate and unacceptable language by you in the workplace. Following these allegations, I conducted a Level I investigation on (date). You were informed of the right to representation, if disciplinary action will be taken against you.

(Present the Evidence & Policy Violation)

The Level I investigation confirmed these allegations and statements were obtained from several employees regarding harassment and/or hostile work environment. Be advised that harassment and/or a hostile work environment may be illegal and a violation of District Policy DP358-Employee Discrimination and Harassment; specifically:

***II.A. 7. Harassment: A form of discrimination that includes unlawful conduct of an offensive nature that is demeaning or derisive or occurs substantially because of the race, color, ethnic background, national origin, religion, sex, creed, age, citizenship, disability, sexual orientation or gender identity and which creates a hostile work environment. Harassment may include but is not limited to any of the three categories listed below:***

1. ***Generalized Harassment: Includes intentional behavior directed at an entire group which is based on demeaning or derisive stereotypes, and is severe enough that it creates a hostile working environment. Examples include comments or jokes, physical gestures or visual displays such as posters, etc.***
2. ***Individually Targeted Harassment: Includes intentional, non-criminal behavior which is targeted at an individual or particular members of a group, which can be verbal, physical or visual that is severe enough or pervasive enough that it adversely affects the working environment. Examples include negative or offensive comments, jokes, suggestions or gestures directed to an individual’s or group’s race, ethnicity or national origin.***
3. ***Criminal Harassment: Harassing behavior which violates state or federal criminal statutes. Examples include criminal assault, sexual assault, rape, criminal mischief, stalking, arson or trespass.***

**In addition, District Policy DP358 also states:**

***II.B. 9. Retaliation: Any form or sanction, restraint, coercion, discrimination or adverse treatment against a person because that person has asserted, or has assisted another person to assert, a discrimination complaint in either a formal or informal manner with the District, or with any state or federal agency, or because that person has testified, assisted or participated in any manner in an investigation, proceeding or hearing related to a discrimination complaint.***

 ***10. Reprisal: The consequences of a subordinate’s refusal to submit to the requests and/or demands of a supervisor that result in his/her job being adversely affected; an unlawful use of position to avenge or punish one for his/her refusal to consent/submit. Acts of reprisal may be overt or covert and may take many forms such as:***

 ***a. Open hostility to the individual, witnesses, or others involved.***

 ***b. Exclusion/ostracism of the individual, witnesses, or others involved, may range from overt to silent rejection.***

 ***c. Creation of, or the continued existence of, a hostile work environment.***

 ***d. Gender or individual-based negative remarks that are repeated and malicious.***

 ***e. Special attention to, or assignment of the individual or others involved to alternative duties that are less desirable work assignments or even reductions in pay.***

This memo will serve as a written reprimand and the directives below must be followed immediately and in the future for your continued employment with Jordan School District. Failure to follow these directives and to demonstrate improvement may result in adverse employment action, up to and including termination, in accordance with DP316NEG – Orderly Termination Procedures – Licensed; specifically:

***II.B.1. a. Insubordination***

 ***h. Repeated violation of District Policy***

 ***i. Unprofessional conduct not characteristic of or befitting a Jordan District employee***

 ***k. Performance, underdeveloped or insufficient skills, lack of knowledge, or aptitude, or other employment attribute which is substantially below the performance reasonably expected from other educators having similar responsibilities and duties.***

(Outline the Directives)

The following directives are to begin immediately:

* The use of crude and vulgar language, sexual conversation and sexual innuendo with employees must cease immediately.
* The incidents leading to this action are not to be discussed with employees other than your supervisor.
* There is to be no retribution or retaliation against those who provided statements regarding your behavior.
* You are to focus on your work and cease lengthy conversations with employees.
* You are not to make comments to students regarding their appearance and or dress.
* You are to work within the scope of your job description.

(Evaluate Job Performance)

Based on your violation of District policy DP358, I am recommending to Human Resources that you be placed on probation for a period of one year, and a copy of this memo be placed in your personnel file in the Human Resource Department. Be advised that compliance with all District policies is non-negotiable.

(Kindness Message)

It is my sincere desire to assist you to be successful in your position here at (school). Please let me know if there is anything further I may do to assist you. The Department of Human Resources will provide you with a formal letter regarding your probation. It is advised that you follow all District policies including DP358 for continued employment with Jordan School District. Feel free to contact me if you have any questions.

(Secure the Signatures)

Your signature below indicates you have received a copy of this memo as well as copies of District Policies DP358 and DP316B, which I strongly encourage you to read.

You may submit a written response to this memo within 10 calendar days of receiving it, if you choose to do so.

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Employee Date

Attachments: DP358 – Employee Discrimination and Harassment

 DP316B – Orderly Termination Procedures – Classified

xc: HR Administrator

 Personnel File