**(Put on School Letterhead)**

To: Employee’s Name  
From: Principal’s Name  
Date:   
Re: Written Warning – Contract Time

(**State the Problem** – Identify the purpose of the reprimand, focus on the misconduct)

This letter of concern is in response to your not adhering to contract time. Despite several verbal conversations regarding this matter, my initial concerns remain.

(**Present the Evidence & Policy Violations** – Stick to the facts, be objective)

Of the 20 contract days in December, you arrived late 6 days and left early 4 days. District Policy DP342—Hours of Work-Licensed states, “Licensed personnel assigned to the local schools are expected to be at school at least one-half hour before school begins and to remain at least one-half hour after school is dismissed.”

(**Outline the Directives** – Ensure that they are **S**pecific, **M**easurable, **A**chievable, **R**elevant and **T**imebound)

The following directives are to be implemented immediately:

* Meet your contract obligation and be to school at least one-half hour before school begins and to remain at school at least one-half hour after school is dismissed.
* If there is a legitimate reason for you to deviate from your contract time, you must notify me in advance to receive prior approval.

(**Kindness with the Employee** – Provide resources and interventions for improvement)

It is my sincere desire to assist you to be successful in your position. Please let me know if there is anything I may assist you with as you move forward with following the directives listed above.

(**Evaluate Performance & Compliance** – Expect change, follow up plan, refer to DP316)

I will continue to monitor your job performance with the expectation you will improve. Failure to follow directives provided and to demonstrate improvement may result in adverse unemployment action up to and including termination, in accordance with District Policy DP316NEG. Be advised that compliance with all District policies in non-negotiable.

(**Secure the Signatures** – Always meet in person, never leave a written reprimand for the employee to sign and return to you)

Your signature below indicates you have received a copy of this memo and that you are aware that all District policies are available on the District website. You may submit a written response to me by (10 calendar days), if you choose to do so.

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Employee Date