



MEMORANDUM

TO:
FROM:
DATE:
SUBJECT: Written Reprimand for Tardiness

This is an official written reprimand for your failure to perform the required functions of your position by attending work on time and as scheduled. You have arrived late for work on ____ occasions in the past ____ weeks.

Article 8. Attendance and Call-In Rules. Section A. Tardiness / Early Departure / Absenteeism sets the expectations for attendance:

Delhi Township expects prompt and reliable attendance. Excessive tardiness, early departure, and / or absenteeism will not be tolerated. The Township, in its sole discretion, will take appropriate action to rectify excessive tardiness, early departure, and / or absenteeism.

...

It is understood that from time to time personnel may forget to clock in or out, or miss scheduled punch times. However, repeated unexcused occurrences will not be tolerated. The reason for any excused occurrence will be noted on the timesheet. Unexcused occurrences will be monitored on a rolling calendar year basis. If an employee reaches 6 occurrences within a twelve month period, he / she will be notified by the appropriate supervisor and advised of the number of occurrences and the time remaining in the period. A 7th occurrence will cause a documented warning; an 8th occurrence will cause a verbal reprimand; the 9th occurrence will cause a written reprimand to be placed in the employee's personnel file, and a 10th occurrence will cause the matter to be brought before the Township Administrator and the Human Resource Director for disposition. Violations occurring prior to the effective date will be cleared and each employee will start fresh at that time.

When you arrive late for your shift, we are forced to ask another employee to cover for you. This entails both an inconvenience for your coworker, and disrespect for his or her schedule, and the creation of overtime expenses for your employer.

You have received verbal counseling and a verbal warning for your earlier tardy and absenteeism problems on several occasions. The verbal counseling is not having the impact that we had expected on your attendance since your attendance on time is not improving.

Consequently, this written reprimand is reminding you of the critical importance of your attending work on time and as scheduled. Attendance at work, on time and as scheduled, is a core requirement of your job description.

Continuing attendance problems will result in further disciplinary action up to and including employment termination.

A copy of this written reprimand will be placed in your official personnel file where you will also have the opportunity to offer a response that we can attach to this written reprimand.

Signature: _____

Supervisor Name: _____

Date: _____

Receipt of Written Reprimand

I acknowledge that I have received and understand this written reprimand. My acknowledgment does not necessarily mean that I agree with its contents. I understand that a copy of this written reprimand will be placed in my official personnel file. I also understand that I have the right to prepare a written response that Human Resources will attach to the original written reprimand in my file.

Signature: _____

Employee Name: _____

Date: _____