To:

 From:

Subject: Performance Counseling Memo

 Date:

The purpose of this counseling memo is to inform you that your [performance] [attendance] [conduct] is unacceptable and must be corrected. Workplace deficiencies are as follows:

 [ Insert observed behaviors ]

#  [ Insert observed behaviors ]

Your failure to meet expectations as stated above has resulted in [describe effect on department/team/performance].

You are expected to adhere to the standards of acceptable conduct as stated in Policy 1317 - Standards of Conduct and Performance for Classified Employees. Employees who contribute to the success of the university’s mission:

 [Insert references from list of acceptable conduct]

#  [Insert references from list of acceptable conduct]

 (Reference employee’s position description)

 (Things employee is doing well/value to department. Desire to see employee succeed.)

(Expectations moving forward)

Failure to demonstrate immediate and sustained improvement may result in further disciplinary action, up to and including termination.

Please be aware that you have access to the Employee Assistance Program. The direct phone number to the EAP is 1-855-223-9277. Please contact Human Resources with questions about this program.