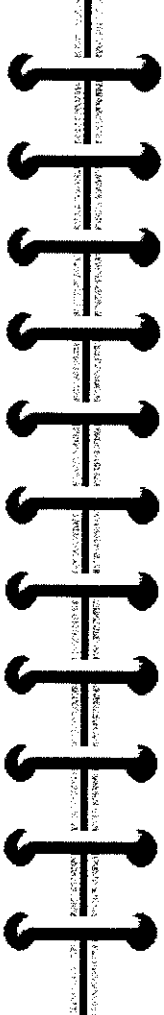


Ancillary Material #1.3.6.1

Example: Oral Warning "Event Log"

The following is an example of the documentation of an oral warning using an "event log" format that **will not** be placed in the employee's personnel file:

<p>Discipline Log Entry</p> <p>Date: October 15, 2005</p> <p>Re: Trina Escobar</p> <p>Grounds: Attendance policy</p> <p>"I talked to Trina Escobar today about her attendance record and gave her a verbal warning. Since October 1, Ms. Escobar has been absent from work on 12 separate occasions. When I asked her about it, Ms. Escobar's response was, 'You can't make people work when they are ill,' and she argued about the validity of the oral warning.</p> <p>I told her that her absences were starting to affect her</p>		<p>students, especially when she didn't leave appropriate substitute teacher plans or give enough warning for a highly qualified substitute to be found. I also told her that she could request a medical leave of absence if she needed it, but that I expected her to be here every day through the rest of the year unless she had a doctor's note that stated the absence was due to illness in accordance with negotiated agreement. I also told her that I expect her to give appropriate warning prior to any absences for the rest of the year."</p> <p>B. Evelyn Howell</p>
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Ancillary Material #1.3.6.2

Example: Acknowledgement of Oral Warning

The following is an example of the documentation of an oral warning containing an Acknowledgement of Receipt format that **will not** be placed in the employee's personnel file:

Acknowledgement of Oral Warning

Employee: _____ Date: _____

It is necessary to warn you of the following unacceptable conduct or performance:

Date of Incident: _____ Time of Incident: _____

Specific Code of Employee Conduct violation involved:

Aggravating and mitigating factors considered in the case:

Employee Response:

I understand that I receive an oral warning in response to the incident referenced above on _____ (insert date) and either acknowledge the accuracy of the above account or was given the opportunity to respond. This warning, and any written response I have submitted in response to it, will be retained in accordance with state statute, school or district policy, or negotiated agreement. I also understand that failure to remediate the action or behavior referenced herein may result in further disciplinary action, up to and including suspension or termination.

Employee Signature

Supervisor Signature

Ancillary Material #1.3.6.4

Example: Memorandum of Written Warning

The following is an example of a written warning in memorandum format that **will not** be placed in the employee's personnel file:

The first sentence in the memo should state why the employee received the written warning, such as:

There should be a statement of any previous infractions and any previous warnings given by the supervisor, such as:

The supervisor must advise the employee what the consequences are if future incidents occur for the same or a similar violation, such as:

The supervisor should tell the employee that a memo of the offense is being placed in his/her local file and this should be so stated in the memo, such as:

The memo should contain any statement about reasons given by the employee for a violation, such as:

The supervisor must have advised the employee that a violation of LEA policy occurred and what action the employee is required to take to correct the situation. This should be reflected in the memo, such as:

The memo should reflect whether or not the employee has indicated that he or she understood the seriousness of his/her actions and the required measure(s) to correct the situation, such as:

MEMO

TO: Keyshawn Sanchez
FROM: Maria Esteban *ME*
DATE: January 9, 2002
RE: Written Warning

This afternoon at 3:15 PM we met to discuss why you had left your classroom unattended for five minutes during first period today. At that time, you stated that you "needed to go to Yolanda Franklin's room to pick up some supplies."

You were also issued an oral warning on September 27, 2001 for failure to properly supervise students, which is a violation of both the district Code of Employee Conduct and state statute. I told you today that all teachers must comply with this policy, and that if you needed to leave your classroom for any reason that you must arrange for a certified teacher to take responsibility of your class.

In the event that your classroom is improperly unattended again, more severe disciplinary action could result, up to and including an official reprimand, suspension, or even termination. During our conversation this afternoon, you indicated that you understood this and agreed to comply in the future.

In the event that this is not the case, you must submit a written response to this disciplinary action directly to me by January 14, 2002. A copy of this written warning, which shall expire on January 9, 2003, will not be placed in your personnel file.

Should you wish to grieve this disciplinary action, a copy of the required procedure can be viewed at <http://www.scuds.k12.wy.us>.

cc: Building level file

Ancillary Material #1.3.6.5

Example: Acknowledgement of Written Warning

The following is an example of the documentation of a written warning containing an Acknowledgement of Receipt format that **will not** be placed in the employee's personnel file:

Acknowledgement of Written Warning

Employee: _____ Date: _____

It is necessary to warn you of the following unacceptable conduct or performance:

Date of Incident: _____ Time of Incident: _____

Specific Code of Employee Conduct violation involved:

Aggravating and mitigating factors considered in the case:

Employee Response:

I understand that I receive a written warning in response to the incident referenced above on _____ (insert date) and either acknowledge the accuracy of the above account or was given the opportunity to respond. This warning, and any written response I have submitted in response to it, will be retained in accordance with state statute, school or district policy, or negotiated agreement. I also understand that failure to remediate the action or behavior referenced herein may result in further disciplinary action, up to and including suspension or termination.

Employee Signature

Supervisor Signature