

Sample USPS Written Reprimand

To: Employee
From: Immediate Supervisor
Date: October 9, 2009
Subject: Written Reprimand

This is a Written Reprimand for your violation of section (h) of UCF Regulation 3.0191, USPS Disciplinary Action:

Tardiness. The failure to report to work at an established time at the beginning of the work shift, or the late return to work at the established time after lunch or rest period.

1. First occurrence: Oral Reprimand
2. Second Occurrence: Written Reprimand
3. Third Occurrence: Suspension
4. Fourth occurrence: Discharge

Despite an oral reprimand issued on August 10, 2009, you continue to arrive late to work on ten occasions as supported by the attached time sheets. You arrived late on the following days; (list out days)

Please note that your working hours are from 8:00 a.m. to 5:00 p.m. excluding your lunch break. Please note that it is imperative that you arrive to your workstation on time. This written reprimand will be included in your personnel file for future reference, as deemed necessary by the University. Future misconduct on your part may result in further appropriate disciplinary action up to and including discharge.

Letter Of Reprimand For Teacher Sample

Rosina Ehmann



Letter Of Reprimand For Teacher Sample:

How to Say the Right Thing Every Time Robert D. Ramsey, 2009 I had several ah ha moments while reading this book Kudos to the author for creating a meaningful guide for today's school administrator Marie Blum Superintendent Canaseraga Central School District NY A good tool for administrators and teacher leaders with its readability content emphasis and real life examples Russ Bennett Superintendent Aurora City Schools OH Time tested techniques for communicating effectively with all educational stakeholders For school leaders being an effective communicator is one of the most vital and sometimes most challenging parts of the job This user friendly resource provides practical strategies for improving daily interactions with students colleagues parents and other stakeholders as well as guidelines for avoiding missteps when critical issues arise Each chapter presents do's and don'ts for effective verbal and written communication in a variety of situations from public speaking and working with the media to straight talk for approaching students about sensitive topics such as sex gangs and substance abuse This revised edition also assists educators with How to's for dealing with natural and man made disasters A new chapter on differentiating communication to reach a wide audience A new section on communicating with school board members Use the tools and real world examples in this invaluable reference to resolve difficult situations and build positive relationships

How to Handle Staff Misconduct C. Edward Lawrence, Myra K. Vachon, 2003-01-06 Updated Edition of Bestseller How to Handle Staff Misconduct has simplified the process with its step by step format and has removed a lot of the emotions that have previously gone into addressing staff misconduct issues I've had occasions to put the steps into play and have found them to be logical and straightforward Anne Hutcheson Director of Special Education and Pupil Personnel Bellefonte Area School District Pennsylvania Lawrence and Vachon did an outstanding job of writing guidelines that deal with the core aspects of supervision and documentation without becoming embroiled in state law issues and differences I wish that I had this book as a guideline when I became a principal I would have used it to train new hires on my administrative team Mary A King Director of High School Services Texas Association of Secondary School Principals What administrators must know about staff misbehavior and the steps to correct it Ever changing laws regarding sexual harassment teacher accountability and safety in the workplace combined with increasingly complex union contracts have made the handling of staff misconduct a veritable minefield for novice and experienced administrators alike Fortunately this expanded and updated second edition of an indispensable resource will clarify all of the steps principals must take to ensure that their schools are run according to the policies and laws that govern them In clearly delineated sections How to Handle Staff Misconduct Second Edition offers strategies that include managing excessive tardiness insubordination misconduct requiring suspension and even criminal behaviors Each section includes an outline of principal responsibilities and common errors that can interfere with a successful intervention In addition the authors demonstrate How to use progressive discipline to fairly correct unwanted behaviors How to set up a school level misconduct meeting Why just cause is a key defense against

legal backlash How due process can avoid technical errors during a disciplinary action Why privacy is paramount Covering everything from the first day of school to the first sign of an infraction this book guides administrators through all phases of investigation and documentation and remains an essential resource for any principal or supervisor trying to keep students and staff focused on education

Working With and Evaluating Difficult School Employees John F. Eller, Sheila Eller, 2010-01-12 The Ellers have done an excellent job identifying supervision problems that plague administrators on a daily basis They provide clear and detailed strategies to address personnel problems covering virtually every employment group I strongly recommend this book as a quick reference for all school administrators as they deal with difficult employees Dan Hoverman Superintendent Mounds View Public Schools Shoreview MN Help marginal employees take positive steps to improve their performance and behavior Managing difficult employees is one of the most challenging aspects of a school leader's job Written by experienced administrators this resource provides specific techniques and strategies to identify work with and evaluate marginal school employees John F Eller and Sheila Eller provide essential information for understanding and dealing with employees who may have negative attitudes lack awareness of their behavior blame others for problems or are marginal performers Drawing on the authors extensive experience this book includes Skills and sample dialogues for conducting difficult conversations Templates for putting concerns into writing and developing improvement plans Information about legal issues and ways to protect yourself Specific strategies for working with teachers secretaries and assistants paraprofessionals and custodial staff Steps to take when termination becomes necessary This ready reference helps administrators develop the leadership skills and competencies necessary to confront marginal and deficient behaviors and achieve successful results

Teacher Evaluation that Works!! William B. Ribas, 2005 Offers practical and effective methods for evaluating educators and provides districts with the tools to systematically and cost effectively assess and revise their supervision and evaluation programs

Administrator's Complete School Discipline Guide Robert D. Ramsey, 1994-10-25 Provides advice for administrators about establishing positive safe learning environments and dealing with discipline issues discussing building trust celebrating diversity successful peer counseling after school programs security gangs drugs sexual harassment relationships with parents and other related topics

Contract Administration Guide for School Administrators Thomas W. Hill, Cornelius Quinn, Bruce D. Wood, 1971

The Quick-Reference Handbook for School Leaders Quick Reference Handbook School Leaders, 2005-05-05 A ready reference school management tool for new and veteran principals The Quick Reference Handbook for School Leaders is a practical guide that provides an answer to the questions Where do I start and Where do I look for direction Written in an easy to read bulleted format the handbook is an excellent resource for all principals assistant principals and aspiring school administrators The book is organized into five key sections and each section includes brief overviews checklists and suggestions for further reading Organization and Management the role of the principal negligence and liability media relations managing conflict and difficult people effective

meetings resource management records and information facility management Teaching and Learning school programs learning communities special education supervision and evaluation staff development unions celebrating success Behavior and Discipline safe schools code of conduct supervision and expulsion search and seizure police protocols Health and Safety reporting child abuse occupational health and safety emergency preparation medical needs health and safety resources Looking After Yourself professional development wellness and balance With words of wisdom from first year principals and voices of experience from more than 60 veteran elementary and secondary principals this reference book will be used over and over again Make sure you keep it close by **Government Employee Relations Report** ,1993 **Learning and Teaching in Physical Education** Colin A. Hardy,1999 Designed to fill the space of a course book for BA PGCE and ITT courses in PE This book brings together for the first time current thinking in Physical Education together with research findings and examples of best practice It caters for the growing pedagogical component of the many new PE and Sports Science courses and will benefit students and teachers alike providing content structure and direction to their studies

Attacks on the Freedom to Learn ,1990 **The New York School District Law Letter** ,1973 **Parliamentary Papers** Great Britain. Parliament. House of Commons,1913 *California Public Employee Relations* ,1990 **Report** Commonwealth Shipping Committee,1913 **Individual Employment Rights Cases** ,2010 *Labor Arbitration Reports* ,1989 **School Record** ,1898 **Normal Instructor and Teachers World** ,1908 Labor Arbitration Cumulative Digest and Index with Table of Cases and Directory of Arbitrators Covering ... *Labor Arbitration Reports* ,1989 *LABOR ARBITRATION CUMULATIVE DIGEST AND INDEX WITH CONTRACT TERMS INTERPRETED TABLES OF CASES DIRECTORY OF ARBITRATORS* ,1989

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