

MEMORANDUM

TO: Employee's Name
FROM: Supervisor's Name
DATE: January 10, 2023
SUBJECT: Written Reprimand

This is a written reprimand for your violation of the [USPS Disciplinary Action Regulation 3.0191](#), section (h).

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 1, 2022, you continued to arrive late to work on ten occasions, as supported by the attached time sheets. You arrived late on the following days [provide a chronology of dates]. You are hereby reminded that your working hours are from 8:00 am to 5:00 pm, excluding your lunch break.

Please note that effective immediately, it is imperative that you arrive to your workstation on time, and that you demonstrate significant and consistent improvement.

This written reprimand will be included in your [departmental *or* official] 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.

[NOTE: A written reprimand arising from an official university investigation **must** be housed in the employee's official personnel file.]

Cc: Department Head
Departmental *or* Official Personnel File

Updated 9/28/23-DA