DATE

To: Employee ID #

From:

Re: Attendance Improvement Plan (AIP) / Performance Improvement Plan (PIP) – 30/60/90 Day Review and Written Warning

On DATE, you were placed on a (AIP)/(PIP) as a result of your unsatisfactory job performance/attendance. The Plan specifically outlined the performance/attendance standards you were required to meet. Regrettably, as of this date, you have not demonstrated any substantial improvements in the areas outlined below:

* + List each area and explain how there is no improvement

Based on your lack of performance/attendance improvement, this letter serves as a written warning as outlined in university Policies and Procedures PER 5.01, Disciplinary Action, II. A. 1-2**,** which states, “*Disciplinary actions may take the form of (1) a written warning, (2) final written warning or suspension without pay, or (3) reduction in salary, demotion in grade, or termination. The specific action taken will depend on the nature of the offense, the circumstances surrounding the offense, and the employee's previous record. In all instances, both for job performance and personal conduct, the University reserves the right to take such action as it deems appropriate, as determined by the employee’s disciplinary authority.* The aforementioned performance/attendance is in violation of the following:

*I.A. Unsatisfactory job performance (related either to quality or quantity of work).*

*Or*

*III.A Time and attendance problems; excessive absences or tardiness, unauthorized absences, or abuse of sick leave.*

In accordance with PER 5.01, II. C. 2, a written warning shall be of no further effect 12 months after the date of the warning, provided that no additional written warning or other disciplinary action was issued for the employee for any reason during that 12-month period.

Future incidents of this nature will result in further disciplinary action, up to and including termination. You have the right to grieve this action in accordance with the provisions of PER 5.03. A grievance or request for re-consideration must be submitted within 15 work days of the event (or awareness of the event or working condition) which gives rise to the grievance; else these grievance procedures shall not apply and the employee shall have no other recourse.

You will continue to provide me regular weekly updates on these and other issues that may arise. You should bring a project list to your weekly meetings with me with a status for each of the above items including where you are with each project, what you need, and what questions you may have. As issues arise, you will notify me in person if possible, or via email if necessary. I have scheduled our next meeting to review your performance/attendance on DATE. As always, if you need clarification or have any questions regarding this matter, please do not hesitate to speak with me.