

SAMPLE LETTER P:

**ONE-DAY DLO
MISCONDUCT-DISRUPTIVE BEHAVIOR & INSUBORDINATION**

Applies To: SERVICE/MAINTENANCE, OFFICE, TECHNICAL
AND ALLIED HEALTH EMPLOYEES*

M E M O R A N D U M

To: Gregory Burlington
Photographer
Emp. I.D.#0000-0005
DOH: September 17, 20XX

From: Barry Bellingham, Manager
Photo Lab

Subject: One-Day Disciplinary Layoff--Misconduct

Date: March 12, 20XX

(Problem)

Yesterday, you behaved in a disrespectful and disruptive manner while I was attempting to warn you regarding your unsatisfactory work performance. As I tried to talk with you, you kept interrupting me and finally shouted, "----- it, I'm going to say what I want, you can't stop me from talking." I cautioned you that you were being disrespectful and I informed you of possible disciplinary consequences if you continued. I advised you to cool down and you shouted, "I don't have to, and you can't make me."

While standing in the hallway, you continued shouting, "I don't have to take this. Get off my back." This behavior was disruptive to everyone in the area. People were stopping in the hallway and began to gather to see what was causing the disturbance.

(Action)

Jim, your disrespectful and disruptive conduct will not be tolerated. To impress on you the seriousness of your misconduct, you are being placed on a one (1) day disciplinary layoff, effective Tuesday, March 13, 20XX. You are to report back to work on Wednesday, March 14, 20XX at your regular 8:00 a.m. starting time. Be advised that any further misconduct will result in disciplinary action, up to and including discharge.

(Expectation &
Consequence)

Cc: Department File
Human Resources Department

*Please note: Professional staff may receive a written warning before considering discharge for a similar incident.