



CITY OF BOWLING GREEN
ADMINISTRATIVE INSTRUCTION NO. 29


LETTERS OF REPRIMAND AND EMPLOYEE RESPONSES

These administrative instructions set forth policy with regard to what actions employees may take in response to receipt of letters of reprimand.

INSTRUCTIONS

When appropriate for issuance, a letter of reprimand serves as a viable counselling tool in response to an employee's unacceptable work performance. It is typically issued for minor infractions and often precedes suspensions as a disciplinary response. To be effective, the performance standards must be clearly communicated and must be understood by all employees. Lastly, the supervisors must use sound judgement and enforce those standards consistently.

However, there will be occasions when an employee, who is in receipt of a letter of reprimand, disagrees with the facts that prompted the letter. When that happens, the employee is invited to send a written appeal through the chain-of-command. There is no requirement that any special form be used; it is recommended that a copy of the written appeal be sent to not only the division head, but also the department head, Personnel Director, Municipal Administrator, and Mayor. A copy of the written appeal will be placed in the employee's personnel file. Both the letter of reprimand and the employee's appeal will be given consideration any time the employee's record is reviewed for personnel action.



John B. Quinn
Mayor

February 9, 2001

Date