

February 22, 2010

[Salutation:]

[Subject Line, such as: Employment Concerns]

This letter outlines concerns regarding your conduct and performance and communicates expectations that must be met to continue employment with the university. My concerns regarding your work and its influence upon our department as well as the impact to the university are of such a significant level that we cannot continue with our work without addressing these matters. I would like you to respond to the following situations:

1. Attendance: *You are expected to work 40 hours per week unless you have requested to use your earned vacation or sick leave.* Taking time off without prior consent from your supervisor is unacceptable. If you have an emergency that calls you away from the office, you need to contact your supervisor as soon as possible to avoid any miscommunication.
2. Conflict of interest: *You are not allowed to take time off work to work at another job or location.* You have agreed not to have any outside employment that will conflict with the interests or time of BYU-Idaho. Taking time off work to complete another job is not acceptable.
3. Honesty: *As is stated in the Principles of Personal Honor.* I expect you to have personal honor and integrity in all your dealings. Being honest with your supervisor and your co-workers is the very most basic principle of Personal Honor. We need to be able to trust you and have faith in you and your word.
4. Example: *At BYU-Idaho we believe that every employee is a teacher.* Your example is being followed by your student employees and those you associate with. When you behave in a manner that is unprofessional and inappropriate it influences those students that we are striving to train and benefit. Your behavior needs to be above reproach at all times, and in all things, and in all places.

It is my sincere hope that you will understand the severity of this situation. The opportunity to have continued employment at the university is based on your ability to address the issues outlined in this letter. I want you to know that I will be treating this issue with the utmost confidentiality and I expect that you will do the same. I hope that we can resolve these issues and create a productive, professional working atmosphere. Further incidents of ... will lead to further disciplinary action up to and including termination from employment.

Sincerely,

I have reviewed this correspondence and the conditions I am expected to meet for continued employment.

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Date

cc: Human Resources