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1.0 Purpose

1.1 Every effort shall be made to promote harmonious relationships and open communication. The purpose of this policy is to provide resolutions to problems at the first level of supervision without imposing severe discipline.

1.1.1 Supervisors should attempt to resolve problems informally through counseling meetings before issuing either a Counseling Memo or Letter of Reprimand. However, serious violations may lead to severe discipline without prior counseling.

2.0 Counseling Memo/Letter of Reprimand

2.1 If a problem(s) has not been resolved through informal discussion meetings, the supervisor/administrator of the operating unit, following consultation with the administrative officer, may deliver a written counseling memo or letter of reprimand to the employee detailing the area(s) of concern. Letters of reprimand shall be considered more severe than counseling memos.

2.2 The District shall establish regulations addressing employee rights to object and appeal as applied to this section.

(Formerly P-6632)

LRCCD

Policy Adopted: 12/3/75

Policy Revised: 10/15/80; 10/20/82; 7/16/97

Policy Reviewed:

Adm. Regulation: [R-6913](#) (Formerly R-6632)