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1.0 Purpose

1.1 To provide resolutions to problems at the first level of supervision without imposing severe discipline.

1.1.1 Supervisors of managers 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 shall deliver a written counseling memo or letter of reprimand to the manager 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 rights to object and appeal.

LRCCD

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