

## Policy and Compliance Administration

Insert Date

Mr. Vee Hickle  
12345 North Dakota AVE NE  
Washington DC 20000

### Re: Time and Attendance - Reprimand

Dear Mr. Hickle:

As we discussed on \_\_\_\_\_ and again today, our agency relies on each member of the team to carry out government responsibilities. Though we previously discussed attendance expectations, you have continued to report for duty late. Accordingly, this document serves as an official reprimand that will appear in your personnel record.

I am issuing this reprimand for the following reason:

On July 1, 4, 9 and 10, you reported for duty at 9:18, 9:35, 9:41, and 9:21 a.m., respectively.  
**(Unexcused Tardiness, 6B DCMR § 1605.4(f)(1).)**

#### Standards

The Department of Human Resources, pursuant to Admin. Or. 2015-01, *Time and Attendance*, requires all agency employees to report to work on time. As specified in the order, "on time" means within 5 minutes of the beginning of your scheduled tour of duty.

#### Expectations

You are to report for duty, each day, no later than 9:00 a.m. If your time and attendance does not improve, we will be required to take stronger action

#### Your Rights

You have a right to submit a written response to this reprimand within 10 workdays of receipt, which shall be made part of your record. If you disagree with this action, you may also file a grievance pursuant to 6B DCMR §§ 1626 through 1637, or, if you belong to a union, through your labor organization.

Sincerely,

SUPERVISING OFFICIAL

**CERTIFICATE OF SERVICE**

On [Date], a copy of this reprimand, along with supporting materials was sent to:

[Employee Name]

[Address]

[State City Zip]

[By Hand Delivery] [OR USPS Certified No. ###] [OR FedEx Next Day No. ###]

By:

SUPERVISING OFFICIAL