



01/01/2001

John Doe
123 Main Street
Anytown, USA 99999-8888

Dear Mr. Doe,

The purpose of this letter is to issue an **Official Reprimand** based on the following: *[Describe incident or violation in detail according to APM 1-94 guidelines.]*

On December 3rd, 2008, Mr. John Doe was assigned to perform the following task: **DETAIL TASK(S)**. At which point Mr. Doe directly refused to perform said function of his job duties, while also using profanity during his refusal. Mr. Doe's behavior (refusing to perform **TASK(S)**) is a direct refusal to perform the requirement of his job and is considered insubordination. Insubordination is a violation of Civil Service Rules and Regulations as described below.

For the above incident(s) you are in violation of the following Civil Service Rule(s):

"14.2(e) Has violated any lawful and reasonable official regulation or order; or failed to obey any lawful or reasonable direction made and given by his/her superior, where such violation or failure to obey amounts to:

- (1) an act of insubordination; or
- (2) a serious breach of proper discipline; or"

"14.2(h) Has been guilty of actions which amount to insubordination or disgraceful conduct, whether committed on duty or off; or"

"14.2(i) Has been wantonly offensive in conduct or language toward the public or City officers or employees; or"

"14.2(r) Is antagonistic toward superiors and fellow employees, criticizing orders, rules and policies, and whose conduct interferes with the proper cooperation of employees and impairs the efficiency of the public service; or"

Previously, on _____ (Date) you were insubordinate....During orientation, on DATE, Mr. Doe received a copy of the Civil Service Rules and Regulations detailing expected behaviors on the job. Additional violations of City of Miami policies and or procedures may result in additional disciplinary action, up to and including dismissal, demotion, and/or termination.

Please be advised that you may respond to this letter in writing within five (5) working days. Your response will be attached to this Official Reprimand.

Sincerely,

Jane Doe, Director
Department of *NAME*

RECEIPT OF THE ABOVE AND FOREGOING LETTER OF OFICIAL REPRIMAND IS HEREBY ACKNOWLEDGED THIS _____ DAY OF _____, 20__.

Employee's Signature

Witness' Signature

- c: Civil Service Board
- Employee Relations Department, Records Division
- City Attorney's Office
- Employee Relations Department, Labor Relations Division
- Copy to the Respective Union Representative