SAMPLE WRITTEN WARNING 1

As we discussed, there are some concerns regarding your job performance which need to be addressed prior to making plans for the new academic year. Specifically, these concerns center primarily on the inappropriate manner you communicate disagreement and handle conflict. As educators, we are the primary role models for the children while they are with us in XXXXXXXX School. Through our Christian calling, we are to treat everyone with respect, and to demonstrate that through our actions, appropriate responses to difficult situations and/or a difference of opinion. The administration of XXXXXXXXX School must put the well-being of the children first and foremost at all times. Our discussion today was to review my concern regarding a pattern of inappropriate behavior that you have exhibited over the past 6 months.

We discussed the following dates and instances as examples where your responses were inappropriate and distressing. Furthermore, these instances were in the presence of co-workers, children and/or parents:

These types of inappropriate responses have the capacity to undermine the principles upon which our school is built, and your hard work as a Catholic Educator. They erode at the collegiate and collaborative atmosphere we strive to maintain, and which is essential to the operation of our school.

As an employee of XXXXXXXXX School, it is an expectation upon hiring staff respect the decisions made by the Principal and the Pastor as rightful authorities in charge of the school as designated by the Archdiocese of Philadelphia. On occasion, we all have differing points of view and opinions. I wish to reinforce with you that I do have an *Open Door Policy* and every member of the staff is welcome to come and speak with me privately to discuss in a calm and professional manner any new ideas, concerns or differences. We will, at times, have to agree to disagree, and accept final decisions set forth by the school administration. Furthermore, while it is natural, and even beneficial for disagreements to take place, they must always be handled in a respectful and appropriate manner.

It is my desire to support you. However, it is my hope that you will be able to more appropriately react in all situations and act appropriately in all settings. This is necessary for provide the best experience for our students and their families.

It is important to know that you are in agreement and committed to improve this performance issue. Therefore, I am need to be clear that any further performance issues, including a recurrence of the behavior identified in this letter could result in immediate termination of your employment with XXXXXXXXX School. It will be necessary to include a reference to this agreement in your professional development plan for the School Year as an opportunity to assist you in this area of improvement.

Please do not hesitate to ask me if you have any questions regarding this memo, or any aspect of your job here.