

# UNION SEMINAR SERIES

## INFO YOU NEED – WHEN YOU NEED IT!



## RESPONDING TO LETTERS OF REPRIMAND

Have you ever received a Letter of Reprimand from a district administrator? Is it in your district Personnel Folder?

If so, a written response might be critically important!

We will discuss:

- Viewing the contents of your personnel folder
- Unsatisfactory Performance/Unprofessional Conduct
- Letters of Reprimand
- When and how to respond in writing to the above notices

Friday October 21, 2011  
4:00pm to 5:30pm  
at the Union Office

501 Mission St., upstairs in Suite 11, Santa Cruz 95060

Please RSVP to [seminars@gscft.org](mailto:seminars@gscft.org)  
We will provide food and drink!