

DEPARTMENT OF PERSONNEL ADMINISTRATION



REFERENCE CODE : CA 82/83-007
EFFECTIVE DATE : July 1, 1982
EXPIRATION DATE: Term of Contract
DATE OF ISSUE : November 19, 1982

TO: LABOR RELATIONS AND PERSONNEL OFFICERS

SUBJECT: Informal Reprimands

CONTRACT: All Contracts

ISSUE: Can an employee file a grievance for receiving an informal letter of reprimand?

INTERPRETATION: No. An informal reprimand or counseling memorandum is a form of routine communication between the supervisor and the employee.

If you have any questions, please contact the appropriate Department of Personnel Administration Labor Relations Officer.


DENNIS R. BATCHELDER, Chief
Labor Relations Division

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