



DATE: <Date>

TO: <Employee Name>, <Employee Title>

FROM: <Supervisor Name>, <Supervisor Title>

RE: Letter of Instruction

A Letter of Instruction is a coaching tool that provides employees with information, instructions and/or training, and establishes documentation that an employee has been made aware of their responsibilities with respect to a particular situation or set of circumstances. The goal is to help employees meet job performance expectations, while maintaining appropriate work-related behaviors, and is not part of any formal disciplinary process.

Reasons and Expectations

The supervisor completes this section using a paragraph format. State the specific reasons for the Letter of Instruction. Include facts and details, such as who, where, when, what, etc. Provide a clear picture of what occurred and avoid subjective statements, such as "I feel" or "I believe".

State how the behavior affects the department or campus operations. State the expectations moving forward. If applicable, also offer training or other resources.

Note, a Letter of Instruction is not considered part of the formal discipline process. Accordingly, while you may explain that the employee must refrain from engaging in the behavior, do not make reference to discipline or specific future consequences.

Your progress will be monitored on an on-going basis. I have every confidence in your ability to meet the expectations listed above. I encourage you to contact me whenever you need information, assistance, or support in meeting these expectations.

UNLV has a number of resources that are available for utilization at your discretion. The employee assistance program, ComPsych, can be contacted at (833) 475-1995 or visit Guidance Resources online at www.guidanceresources.com and enter the company ID: UNLVEAP. If you have a condition that may qualify under the Family Medical Leave Act (FMLA), you are encouraged to contact the Office of Human Resources to explore your options by email at hrlleave@unlv.edu, by phone at (702) 895-3504, by mail at 4505 S. Maryland Parkway, Box 1026, Las Vegas, NV, 89154, or in person at Campus Services Building (CSB), Room 161. If you believe that you may qualify for accommodation under the Americans with Disabilities Act (ADA), you are encouraged to contact the ADA Administrator, Austin Connell, concerning your rights and obligations. The ADA Administrator can be reached through the online reporting form, by email at austin.connell@unlv.edu, by phone at (702) 895-4806, by mail at 4505 S. Maryland Parkway, Box 1026, Las Vegas, NV, 89154, or in person at Campus Services Building (CSB), Room 161. You may also contact the University's Ombuds Office if you are interested in confidential guidance or direction on conflict resolution. The Ombudsman can be reached through the online reporting form, by email at ombuds@unlv.edu, by phone at (702) 895-1823, by mail at 4505 S. Maryland Parkway, Box 1086, Las Vegas, NV, 89154, or in person at Flora Dungan Humanities (FDH), Room 165.

UNLV does not discriminate in its employment practices or in its educational programs or activities, including admissions, on the basis of sex/gender pursuant to Title IX, or on the basis of any other legally protected category as is set forth in NSHE Handbook Title 4, Chapter 8, Section 13. Reports of discriminatory misconduct, questions regarding Title IX, and/or concerns about noncompliance with Title IX or any other anti-discrimination laws or policies should be directed to UNLV's Title IX Coordinator Michelle Sposito. The Title IX Coordinator can be reached through the online reporting form, by email at titleixcoordinator@unlv.edu, by phone at (702) 895-4055, by mail at 4505 S. Maryland Parkway, Box 1062, Las Vegas, NV, 89154, or in person at Campus Services Building (CSB), Room 246.

Supervisor's Signature

Title

Employee's Signature

Date

(Signature acknowledges receipt of Letter of Instruction only)