

## Guidelines & Templates for Performance Management Documentation

### Sample documentation:

Written Summary of a Verbal Disciplinary Discussion  
Written Warning  
Termination Letters  
Administrative Leave Letter  
Performance Improvement Plan (PIP)

Progressive discipline is an opportunity to educate the employee and to promote successful performance. The goal of any disciplinary action is to improve performance and/or behavior. Policies related to performance management can be found at <http://policies.emory.edu/> under Employee Relations.

### **Sample: Administrative Leave Letter**

*(departments must consult with Organizational Development & Employee Relations prior to placing an employee on Administrative Leave, see HR Policy 4.72)*

Department Header

Date

Employee name & address

Mr/Ms XXX,

You are being/have been placed on unpaid Administrative Leave effective date, while

*a confidential matter is investigated  
an investigation is conducted by the Office of Equal Opportunity Program  
an investigation is conducted into the incident in my office/in the hallway/etc. earlier  
today/on date/etc.*

It is anticipated that the investigation will be concluded within #days. You will be notified by telephone as soon as we have more information about your employment status with Emory University.

Please make sure we have your current address and the telephone number(s) we should use while you are on Administrative Leave of Absence.

*Optional:* While you are on administrative leave, you are not to come to worksite/ and other specified areas until your scheduled return to work.

If the investigation indicates that disciplinary action is warranted, we reserve the right to take further corrective action, up to and including termination, during the administrative leave. If you have further questions, you may contact me at telephone# or name, Divisional Director, OD/ER Human Resources, at telephone#.

Sincerely,

Cc: xxxxxxxx  
xxxxxxx