

[Place on Department Letterhead]

**CORRECTIVE MEMORANDUM**

TO: Jim Neutron  
Registered Nurse III

FROM: Jane Jones  
RUHS Nurse Coordinator

DATE: February 5, 2019

RE: Conduct either during or outside of duty hours which adversely affects the employee's job performance or operation of the department in which they are employed; Discourteous treatment of the public or other employees.

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On January 4, 2019, during our monthly staff meeting you received and signed the General Directive on Professional and Courteous Conduct (**Attachment**). This directive placed you on notice of RUHS' expectation when you interact with others.

Despite being placed on notice of your requirements to conduct yourself professionally, on January 4, 2019, you failed to treat your co-worker with respect. Specifically, on January 30, 2019, at the start of your shift, you entered the breakroom that was filled with staff and in a berating manner informed Jill Smith, Registered Nurse I that she should not be eating the blueberry muffin she had placed on a plate if she wanted to be "*summer body ready*". You then informed her of your estimation of the amount of sugar and processed ingredients that were in the muffin. Furthermore, you told her that the poison that she consumed daily probably attributed to her always being sick and having to call in absent for work.

Your comments to Jill were insensitive and have no place in the workplace. Your conduct towards Jill demonstrated a lack of professionalism and had a negative impact on staff and consequently RUHS operations. Your behavior made Jill feel embarrassed and ridiculed for her choice of food. This is not consistent with RUHS' core values. Inappropriate behavior in the workplace is damaging to staff morale and does not demonstrate the high level of professionalism RUHS strives to achieve.

Effective immediately, you are directed to conduct your self in way that is respectful, courteous, and professional at all times. Additionally, I expect you to reread the Directive Memorandum you received on January 4, 2019.

You are required to keep this memorandum in a convenient place and refer to it whenever you need to clarify my expectations regarding compliance on this matter. Further incidents of this nature will not be tolerated and may result in disciplinary action. If you have any questions regarding this matter, you are directed to discuss them with me.

Attachment:

Directive Memorandum Acknowledged by Jim Neutron on January 4, 2019

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cc: Supervisor's File  
Employee and Labor Relations Division

Receipt Acknowledged: \_\_\_\_\_  
Employee's Signature/Date

SAMPLE