**Department XXXX**

Eastern Washington University

Cheney, WA 99004-2445

**to:** [EMPLOYEE NAME, TITLE]

**from:** [APPROPRIATE SUPERVISOR OR MANAGER]

**date:** Month Day, Year

**subject:** Clarification of Expectations

This letter is to address deficiencies/recurring deficiencies in your performance regarding [BRIEF DESCRIPTION OF ISSUE], by helping you to fully and clearly understand what is expected of an employee in your position.

1. [DESCRIBE STANDARD]
   1. [DESCRIBE EXPECTATIONS IN RELATION TO THAT STANDARD]
   2. [DESCRIBE EXPECTATIONS IN RELATION TO THAT STANDARD]
   3. [DESCRIBE EXPECTATIONS IN RELATION TO THAT STANDARD]
2. [DESCRIBE STANDARD]
   1. [DESCRIBE EXPECTATIONS IN RELATION TO THAT STANDARD]
   2. [DESCRIBE EXPECTATIONS IN RELATION TO THAT STANDARD]
   3. [DESCRIBE EXPECTATIONS IN RELATION TO THAT STANDARD]
3. [ETC.]

I hope you understand the expectations listed above and will take steps to improve your performance. From this date forward, you will be held to these standards and may face additional corrective or disciplinary action if you fail the expectations. If I can provide additional information, or if you have any questions about my expectations, please contact me immediately.

Employee Assistance Program: If you believe that a personal issue (such as a medical condition, financial problems, substance abuse, or a family/relationship issue), you may contact the Employee Assistance Program (EAP). The EAP may be able to refer you to a counselor or other specialist who may be able to help you resolve the issue. All such contact is completely confidential; the EAP will not report any of the details of your contact to management. You may reach the EAP at (877) 313-4455 or through their website located at http://www.hr.wa.gov/EAP/Pages/default.aspx.

Reasonable Accommodation: If you have a disability that you believe may be affecting your performance, you have the right to request a reasonable accommodation under the Americans with Disability Act (ADA). Please be aware that the ADA does not require the University to alter or reduce performance standards or essential functions of your position; it does, however, require the University to engage in an interactive process with you to find ways to mitigate the impact of your disability on your performance. If you wish to inquire about reasonable accommodation, please contact Human Resources, Rights, and Risk at (509) 359-2381.

cc: HRRR/Labor Relations

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Employee Signature and Date of Receipt

*Your signature above only signifies that you received this document, and does not signify that you accept or agree with its contents.*