



## Educational Memorandum (Record of Counseling)

DATE: (Date)

TO: (Name of Employee Receiving Educational Memorandum)

FROM: (Name of Supervisor)

SUBJECT: Educational Memorandum (include Policy Violation Number and Title)

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A short informational memo describing the situation or behavior and what needs to be addressed and / or changed. Refer to any Lexipol or City of Fairfield Administrative Policies that were violated. If unable to locate a specific policy, supervisor can consider using Lexipol Policy 1012 Conduct and Behavior.

Employee will sign memo acknowledging the conversation.

The original signed memo will be filed in the Department File for one year, and a copy given to the employee.

\_\_ (Supervisor's Initials)

\_\_\_\_ (Employee's Signature)  
[Print Employees Name Here]

\_\_\_\_ (Date)

**\*\*It is to be filed in the Department File for one year\*\***

"Government Code 3256 states employee has 30 days within which to file a written response to any adverse comment entered in his or her personnel file. The Written response shall be attached to and shall accompany, the adverse comment."