

MEMORANDUM

(Hand Delivered)

DATE: (Date)

TO: (Employee Name)

FROM: (AVP/Dean/Supervisor Name)

SUBJECT: Summary of Meeting

The purpose of this letter is to follow up on the discussion your supervisor, had with you on (date), regarding alleged reports of the odor of alcohol on (date).

It was brought to my attention that on (date) your breath smelled of alcohol. When asked, you denied you were drinking alcohol while working.

I want to emphasize the importance of meeting workplace standards and policies. Under the University's Administrative Procedures Manual (APM) 95.31 C., "it is a violation of regents' policy for any member of the faculty, staff, or student body to jeopardize the academic operation or interests of the university through the use of alcohol or drugs. Sale or illegal possession or consumption of alcoholic beverages is prohibited on campus and in facilities owned, leased, or operated by the university. Alcoholic beverages may not be possessed or consumed under any circumstances in areas open to and most commonly used by the general public."

Your role as (Position Title) is crucial to our operations in (Department). Due to our high level of public interaction and visibility, appropriate behavior is vital to the successful performance of your role and for the unit as a whole.

As we discussed, if you are experiencing personal problems that may be impacting your ability to effectively perform your duties, the University sponsors an Employee Assistance Program. I urge you to contact EAP at 800-999-1077 if you need immediate counseling or would like to schedule an appointment to see a counselor.

Please feel free to contact me if you have any questions or concerns.