**PROGRESSIVE DISCIPLINE GUIDE**

 **SEBS HR- UHR -OLR**

**Department Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Employee Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Indicate Type of Union \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Employee Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**The annual performance appraisal process is separate from the progressive discipline process!**

INFORM EMPLOYEE THAT THIS IS A VERBAL WARNING! TAKE THE TIME TO SPECIFY DEFICIENCIES AND DISCUSS MEASURES OF CORRECTIVE ACTION, PROVIDING GUIDANCE AND ADVICE.

**INDICATE DATE OF FIRST VERBAL WARNING** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**INDICATE DATE OF SECOND VERBAL WARNING (IF APPLICABLE)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**INDICATE DATE OF THIRD VERBAL WARNING (IF APPLICABLE/NOT REQUIRED)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DRAFT A FORMAL LETTER OF REPRIMAND TO EMPLOYEE REFERENCING DATES OF EARLIER DISCUSSIONS OR ANY PREVIOUS OR ACTIVE DISCIPLINARY DISCUSSIONS HAD USING BULLET-POINTS OUTLINING THE KEY POINTS/SPECIFIC DATES SURROUNDING YOUR CONTINUED DISSATISFACTION WITH LEVEL OF IMPROVEMENT. THE LETTER SHOULD SPECIFY THAT IF INSUFFICIENT IMPROVEMENT CONTINUES, A SUSPENSION WITHOUT PAY OR TERMINATION WILL RESULT. **PROVIDE OUR OFFICE WITH A DRAFT REPRIMAND LETTER SO WE CAN COLLABORATE WITH OLR.**

WHEN IMPROVEMENT REMAINS INSUFFICIENT, DRAFT A FORMAL LETTER OF SUSPENSION WITHOUT PAY TO THE EMPLOYEE (A ONE WEEK PERIOD OF SUPSENSION IS NORMALLY APPROPRIATE). THE LETTER SHOULD SPECIFY THAT FURTHER SUSPENSIONS WITHOUT PAY MAY FOLLOW OR TERMINATION IF IMPROVEMENT IS NOT EVIDENT. **PROVIDE OUR OFFICE WITH A DRAFT SUSPENSION LETTER SO WE CAN COLLABORATE WITH OLR.**

IF A PROGRESSIVE DISCIPLINARY APPROACH HAS FAILED AND THERE HAS BEEN NO CHANGE IN BEHAVIOR OR WORK ETHIC, THEN USING THE TEMPLATES ON OUR WEBSITE, DRAFT A FORMAL LETTER OF TERMINATION. **PROVIDE OUR OFFICE WITH A DRAFT TERMINATION LETTER SO WE CAN COLLABORATE WITH OLR.**

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 CHAIR/DIRECTOR SUPERVISOR DATEbe