



Your Company's "On-Call" Human Resources Professionals

MANAGER TRAINING Document 6

DISCIPLINARY ACTION DOCUMENTATION

Owners and senior managers should ensure that front-line managers are familiar with the process of creating and delivering effective disciplinary documentation. Poorly written disciplinary forms or the documentation may result in employment actions that are challenged in the future.

Here are steps to follow to help ensure effectively written disciplinary action documentation:

1. Take copious notes during any investigation.
2. Review investigative notes to ensure that they are comprehensive and factual.
3. Ensure that participants in the investigation are treated respectfully and as confidentially as possible.
4. Describe the behavior and/or the company policy that was violated.
5. Describe the details of the event, incident and/or violation. Focus on specific behavior(s) and the impact of such actions.
6. Include terms that describe the impact of the behavior on other employees, the company, and/or the workplace.
7. Avoid making broad judgments using words such as "always" and "never."
8. Describe the behavior improvement expectations and action plan in specific terms.
9. Include language that spells out the urgency and sustainment of improvement.
10. Encourage employee to add his/her perspective in writing to the documentation.
11. Describe additional consequences as needed.
12. Require the employee to sign and date the document. If the employee refuses to sign the document, write "refused to sign;" then sign and date the document yourself.
13. Provide the employee with a copy of the document; include all of the documentation in the employee's personnel file.

Connect with the HR experts at HR 1Source for help with creating effective disciplinary action documentation or any other "people" issue that you encounter in the workplace.

Visit us at www.hr-1source.com or call toll free at 855-804-0585