



## Effective Employee Discipline and Documentation

Effective documentation shows the reason for discipline, shows a fair and consistent way of dealing with employees, and helps justify dismissals as non-discriminatory. The Landrum Employee Handbook outlines policies and general work rules to be followed by all employees and should be used as a guide.

There are various reasons for employee discipline, but the most common are:

- Poor job performance
- Misconduct
- Not adhering to company work rules
- Violation of company policy

### PROGRESSIVE DISCIPLINE

Employee discipline is systematic in that there is a clear line of progression; the following is a list of the types of employee discipline from less to most severe:

1. Verbal warning
2. Written warning(s)
3. Suspension
5. Final written warning
6. Termination

This is an ideal scenario of progressive discipline; however, not every occasion requires all steps.

#### Verbal Warning

A verbal warning is often the first step of disciplinary action. When giving a verbal warning to an employee use the following guidelines:

- A verbal warning should be delivered privately with the employee
- A verbal warning should be delivered as soon as possible after the event that has merited the warning
- The Verbal warning should be clear and concise
- It should be made clear to the employee that repeating the act may result in additional disciplinary action
- Notation of the warning should be put in writing in the employee's file and should note date, time, place, subject of the warning, and any response the employee made

## Written Warnings

A written warning is usually the next step of action after a verbal warning. An employee may receive more than one written warning depending on the type of misconduct. This step allows for recording of detailed facts and a corrective action plan, the following are a few guidelines:

- The written warning like the verbal warning should be delivered as soon as possible after the event meriting the warning
- The written warning should include a corrective action plan with a specified time frame for correction as well as the next disciplinary step to be taken if the problem persists.
- The written warning should advise the employee that failure to correct the problem may result in additional corrective actions up to and including termination
- The written warning should be signed by the employee to reflect that he/she has read and understands the warning's content; the employee's signature does not reflect agreement or adherence to the warning
- A copy of the written warning should be sent to Landrum for placement in the employee's file.

## Suspension

Suspension is often used during serious events which merit investigation. The employee is suspended with or without pay in lieu of immediate disciplinary action such as demotion or termination while the facts and details of the event are gathered.

Suspension is also sometimes used to insure that an employee realizes the seriousness of his/her actions where an investigation is not necessary, but immediate and serious discipline is needed without demotion or termination.

## Final Written Warning

A final written warning is a written warning where the corrective action plan specifies that if the problem occurs once more, the next step of disciplinary action will be termination. All guidelines of the written warning apply to the final written warning.