**DISCIPLINARY ACTION - WHEN TO INVOLVE YOUR SUPERVISOR and/or HR**

It can be helpful to get your supervisors or HR in-put on any disciplinary issue and we encourage you to seek support and guidance often. The goal of disciplinary action should be to correct behavior if possible.

For the following situations, you are required to notify and consult with your supervisor.

and HR

1. If you feel you need to skip any of the disciplinary steps, for example going directly to a demotion or termination.
2. Prior to issuing the third write up, a “letter of reprimand”
3. Prior to determining to terminate an employee
4. Any issue that involves claims of discrimination against a protected class, hostile work environment, criminal activity, or issues of life and safety.
5. Remember all disciplinary information is confidential and should not be shared with any employees outside of your supervisor and any other managers your supervisor deems necessary.

**Progressive Disciplinary steps**:

* Step one - One on one conversation with the employee. Always document your conversation in employees electronic file. Document the date and time of the conversation and the reason for the conversation.
* Step 2 - One on one conversation with the employee following up with a first write up, a Confirming Memo. A Confirming Memo is to the employee and goes in their file and reiterates what you stated in the conversation, document the conversation in the employee’s electronic file.
* Step 3 – Discuss with your manager and HR, hold a one-on-one conversation with the employee and follow up with a second write up, a Letter of Expectation outlining your expectations and consequences if not met, provide to the employee and keep in their file and document the conversation in the employee’s electronic file.
* Step 4- Staff with your manager and HR person, hold a one-on-one conversation and complete a 3rd write up, a Letter of reprimand.
* Step 5 – Staff with your manager and HR, next step could be termination, pay reduction, removal from the work schedule from 3-7 days, or a demotion.