

Disciplinary Action Considerations Checklist

<input type="checkbox"/>	There is a valid job-related reason for taking the contemplated disciplinary action against the employee.
<input type="checkbox"/>	The employee was given forewarning of the possible disciplinary consequences of the conduct.
<input type="checkbox"/>	The facts have been investigated and reviewed objectively.
<input type="checkbox"/>	The details of the investigation have been documented in writing.
<input type="checkbox"/>	The employee's overall work record has been reviewed.
<input type="checkbox"/>	The recommended action is consistent with the company's policies, practices, and procedures.
<input type="checkbox"/>	The recommended action is consistent with how other employees have been treated.
<input type="checkbox"/>	The recommended action is reasonably related to the seriousness of the offense, and the employee's work record.
<input type="checkbox"/>	The documentation states what is expected of the employee moving forward.
<input type="checkbox"/>	The employee has been presented with the opportunity to explain his actions.
<input type="checkbox"/>	The manager has discussed the situation with the employee in an objective, non-confrontational manner.
<input type="checkbox"/>	The employee has signed the disciplinary documentation.
<input type="checkbox"/>	If the employee refused to sign the disciplinary documentation, the manager signed the warning along with a witness noting that the employee refused to sign.
<input type="checkbox"/>	The document has been forwarded to Human Resources or the individual responsible for records management to be included in the employee's personnel file.