

## Employee Discipline

Ideally, a good hiring and training process will lead to outstanding employee conduct. But if a staff member slips up, it's a good idea to have a discipline process in place. This process can help guide the employee to correct mistakes and meet expectations while protecting the ministry against employment-related lawsuits.

	Yes	Needs Attention
1. Do you use a progressive discipline process that encourages constructive communication with the employee?	<input type="checkbox"/>	<input type="checkbox"/>
2. If an issue with an employee arises, do you first give a verbal warning citing specific examples of the problem? Do you document verbal warnings in the employee's personnel file?	<input type="checkbox"/>	<input type="checkbox"/>
3. If the problematic behavior continues after a verbal warning, do you hold a formal meeting to review previous warnings, deliver a written warning, clarify expectations, and obtain a signed employee acknowledgment that the meeting occurred?	<input type="checkbox"/>	<input type="checkbox"/>
4. If the problematic behavior continues after verbal and written warnings, do you create a corrective action plan for the employee, outlining the previous corrective actions, explaining specific behavior or performance issues, setting out reasonable improvement goals, reviewing potential consequences, and obtaining a signed employee acknowledgment that the employee received the plan?	<input type="checkbox"/>	<input type="checkbox"/>
5. As a last resort, do you offer the employee a "last chance agreement" that details the conditions for immediate termination if the problematic behavior surfaces again? (This step may not be necessary in all instances.) Do you obtain a signed employee acknowledgment of such an agreement?	<input type="checkbox"/>	<input type="checkbox"/>
6. Do you retain records of all disciplinary actions taken against an employee?	<input type="checkbox"/>	<input type="checkbox"/>
7. If termination is necessary, do you consult legal counsel before terminating the employee?	<input type="checkbox"/>	<input type="checkbox"/>
8. Do you have a plan for communicating with other employees and the community following an employee termination?	<input type="checkbox"/>	<input type="checkbox"/>

Notes: \_\_\_\_\_

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_