

# Employee Discipline Checklist

Supervisor Name: \_\_\_\_\_

Employee Name: \_\_\_\_\_

This checklist is provided to help you organize and monitor important or relevant actions, or certain steps to be taken when administering any of the levels of discipline:

- The Inflection HR Discipline Toolkit has been reviewed for step by step guidance on my discipline issue.
- The concern has been investigated thoroughly to gather facts and details related to the concern. (The who, when, what, why, etc)
- All parties (witnesses) have been spoken to including the employee that the concern is about. (Ensure all parties have had their opportunity to explain)
- Statements have been put in writing by the witnesses.
- Summary of the events has been documented for a final decision.
- The personnel file has been reviewed for prior disciplinary actions to ensure the correct level of discipline is administered.
- The proper disciplinary form has been filled out clearly and indicates specifics, violations, improvement needed, and how you will measure improvement.
- The meeting has been scheduled in a private area and a witness will be present. (The witness must be of same level position or higher)
- Discipline has been administered with a witness and all parties have signed the documents.
- Place the documents in a secure place, or send them to Inflection HR for filing.
- Schedule a follow up meeting after 30 days to meet with the employee to see how improvement is going.

These steps are very important in order to effectively administer proper discipline and improvement with the employee. If you have any questions or need further assistance, please contact Inflection HR.