
Documenting Discipline Issues

CHECKLIST FOR DOCUMENTING DISCIPLINE ISSUES

- Is your documentation objective, thorough, and accurate?
- Did you document discipline issues at or close to the time of the relevant incident(s)?
- For ongoing issues, did you document each infraction?
- Did you create documentation for all types of employee discipline, including verbal warnings, written reprimands, suspensions, or termination?
- Did you include the employee's full name and job title, your name, and unit/department?
- Did you include the date of the disciplinary action and the date, time, and place of infractions or specific instances of performance issues?
- Did you include factual details about the employee's behavior or performance problems and identify specific rules that were violated or standards that were not met?
- Did you state what formal disciplinary action was taken and what remedial steps were agreed on for addressing the discipline problem and avoiding future problems?
- Did you check with HR before imposing a written warning, suspension, or termination, and use any required disciplinary action forms?
- Did you sign the disciplinary action form yourself and ask the employee to do so?
- Did you submit the original form to HR for the employee's personnel file, give the employee a copy, and keep one for yourself?

