



WISCONSIN STATE FAIR PARK DISCIPLINE DOCUMENTATION GUIDE

This document provides a guidance to supervisors on the very important task of documentation as it relates to discipline of LTEs. Please use this as a guide on what *to do* and what *not to do* when investigating work rule violations and documenting discipline. Following these documentation guidelines when administering discipline will allow WSFP to better defend decisions made. The discipline process for permanent and dually-appointed LTE employees, while similar, is managed by Human Resources and supervisors must consult with them if they wish to initiate the discipline process.

Wisconsin State Fair Park utilizes a progressive discipline system and documented via the [Disciplinary Action Form](#). Progressive discipline is a specified increasing progression of discipline eventually resulting in termination if the problems are not addressed. Our [Employee Handbook](#) addresses discipline. Progressive discipline gives certainty to the process and takes away subjectivity of how to address a particular issue. It also provides a clear path to document the employee disciplinary actions.

WSFP also utilizes Performance Improvement Plans (PIP) to administer employee discipline. They differ slightly from standard warnings in that they generally are very specific in terms of what actions need to be taken to improve. They are also unique because they set out a specific schedule or deadline by which we expect to see improvement. Supervisors cannot initiate a PIP without consulting with Human Resources first to review and approve the plan.

Documenting employee discipline: Written reprimand do's and don'ts

Here are some do's and don'ts supervisors can follow in any written reprimand.

Do's:

- Do state what happened. Try to be specific.
- Do state what policy/work rule the employee violated. Attaching a copy of the policy would also be helpful.
- Do indicate why the violation harms the company. This provides context, which may not be obvious to everyone involved.
- Do provide specific instructions on how the employee can improve. Give concrete suggestions.
- Do indicate consequences. Be clear on what will happen if the situation is not remedied. This also protects you later if further infractions occur.
- Do issue reprimands consistently. Everyone in that employee group (e.g. ticket seller, laborer, public safety officer, etc.) needs to be held to the same standard.
- Do follow up. Following up with either the employee, the supervisor, or just checking records is important. (The appropriate follow-up depends on the circumstances).

Don'ts:

- Don't be too vague. The employee must understand specifically what it was that he/she did wrong, what he/she needs to do improve, and how he/she is going to improve it.
- Don't be too specific. Over-documenting can appear to be nit-picking; be sure to not be so detailed as to appear unfair (e.g. "employee was 2 and a half minutes late"). If such details are included, it will come under scrutiny whether all employees were equally penalized for such an infraction.
- Don't issue a reprimand or terminate an employee without a witness. Generally, any time you convey negative news to an employee, it's important to have at least two WSFP representatives in the room. This helps to minimize any questions over what occurred.
- Don't forget to file it in the personnel file maintained by Human Resources and keep a copy for your working file. If the documentation is lost, it may as well never have occurred.
- Don't forget the employee signature line. It's very important to show that you at least made an effort to have the employee sign off on the reprimand. If the employee refuses to sign, note this instead.