

STEPWISE DISCIPLINE FOLLOW-UP

- ___ REMEMBER, anyone on a disciplinary track for any reason should have his/her performance reviewed at least once per week by the immediate supervisor with FEEDBACK EVALUATION to the employee. To do otherwise could subject the supervisor to the accusation that he/she condoned any uncorrected, continuing below-acceptable level of conduct or performance.

- ___ Unless challenged and set aside in the grievance/arbitration procedure, the disciplinary action stands; and the supervisor has done everything reasonably possible to assist the employee and to provide the employee the opportunity to improve. Remember, the steps of stepwise discipline make the supervisor's actions believable.

- ___ If misconduct or poor performance reoccurs, a follow-up fact-finding interview session should be held before deciding to move to the next step of discipline, if appropriate.

- ___ If any step of discipline is repeated, for any reason, the reasons for repetitions should be explained; and the disciplinary letter should make it clear to the employee that future misconduct or poor performance will not merely result in a second repetition, but that it is likely that the severity of disciplinary action will increase or that termination of employment may occur.

- ___ As with the job performance counseling session, if the employee's performance improves, the supervisor should acknowledge the improvement verbally, and, if appropriate, in a written letter or a "cover letter" in the employee's employment records.

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