

PROGRESSIVE DISCIPLINE PRACTICE EXERCISE: What Would You Do?

WHAT WOULD YOU DO?

What is the appropriate course of action to take if one of your employees does the following?

(You can make some assumptions and be creative!)

1. Comes in two hours late without notifying anyone (first time)?
2. Refuses to perform a reasonable work-related task?
3. Is rude to a member of the traveling public?
4. Has a backing accident the twice in the same month?
5. Is always on the phone with personal calls?
6. Didn't show up for work and didn't phone in?
7. Gets angry at their supervisor and forcefully shoves them backwards?
8. Disappears for extended periods of time while on the job, after being told that it is unacceptable?
9. Travels out of state, on business, but without approval?
10. Completes work with several errors?
11. Uses CDOT equipment for personal use on company time?