**What**

* A Disciplinary Action is a written letter issued to improve and impose punishment as a result of an employee's performance or behavior.
* Disciplinary Actions are given to adversely affect an employee's current base pay, status or tenure.
* The Employee and Appointing Authority must attend a 6-10 meeting prior to the decision and administration of discipline.

**Why**

* An employee's actions or behaviors are in violation of agency rules or laws that affect the ability to perform the job.
* Previous attempts to improve performance have been unsuccessful.
* Employees is convicted of a felony or other offense of moral turpitude which affects the Department or the employee's ability to perform the job.

**When**

After you have communicated behavior expectations, provided feedback and coaching, documented the continuous behavior or serious event, a pre-disciplinary hearing can occur. Once the employee has had an opportunity to provide his or her facts during the 6-10 meeting, the Appointing Authority should decide the type of discipline, if any.

**How**

Most supervisors will need the assistance of the HR Department to correctly administer a Disciplinary Action. After you have contacted HR, you can review some tools developed to help you through the process.