

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.