

Progressive Discipline Checklist

Purpose: A structure of corrective action to improve and prevent a recurrence of undesirable behavior and performance issues.

Goals: 1) To help staff identify areas where they are not performing to expectation.
2) To ensure that termination is never a surprise.

Self-Check: Have I been communicating expectations clearly? If yes, how have they been communicated? Have I supplied adequate resources and training? Do I have an unconscious bias against this person for any reason?

☐ Date Completed: _____

1. Conversation / Coaching - Investigate / Seek Understanding

- ☐ Meet with the employee for a "check-in." Are there environmental factors happening at work or at home that could be causing a performance issue?
- ☐ Give employee opportunity to respond
- ☐ Identify specifically what needs to change and the time frame to make the changes.
- ☐ End the conversation noting that your goal is to see them succeed and help them reach success, but both of you have to work towards it.

☐ Date Completed: _____

2. Verbal Warning

- ☐ Meet with the employee and identify performance, conduct, or other issues that were discussed in step 1.
- ☐ Again, provide clear expectations and ask for verbal confirmation of understanding.
- ☐ Give employee opportunity to respond
- ☐ Establish a timeframe for expected changes.
- ☐ Send a follow-up email outlining expectations and time frame on the same day. Ask the employee to confirm understanding and receipt.
- ☐ Forward copy of email to HR for employee file.

☐ Date Completed: _____

3. Written Warning - Performance Memo / Performance Improvement Plan

- ☐ Meet with the employee provide them with a formal written warning.
- ☐ Outline the specific issues and timeframe for correction.
- ☐ Give employee opportunity to respond
- ☐ Answer any questions they may have regarding the warning (including about the appeal process!).
- ☐ Ensure that you and the employee both sign the document (signing constitutes receipt, not necessarily agreement).
- ☐ Send a follow-up email outlining expectations and time frame on the same day. Ask the employee to confirm understanding and receipt.
- ☐ Send to Human Resources for employee file.

☐ Date Completed: _____

4. Final Written Warning / Suspension

- ☐ Meet with the employee and give a second written warning noting specific issues that have not been corrected.
- ☐ Warning must include the disciplinary step being taken (ex: suspension without pay)
- ☐ Ensure that you and the employee both sign the document (signing constitutes receipt, not necessarily agreement).
- ☐ Note that the next step will be termination.
- ☐ Send to Human Resources for employee file.

☐ Date Completed: _____

5. Termination

- ☐ Meet with HR to plan for transition and communication prior to termination.
- ☐ Have at least one other person present during the conversation (an HR representative is ideal).
- ☐ Provide termination letter. Accompany the person to collect belongings and escort out of the building.
- ☐ Take care of post-termination check-list (ex: Change codes and door locks?
Terminate access to email and staff files? Terminate access to social media pages?
Email remaining staff?)