

Severe Disciplinary Action Checklist



Dept. Head: Please complete both pages of this form prior to meeting with HRD and Legal Staff.

Name/Title of Employee _____

Date of Incident _____

Date of Pre-Disciplinary Conference _____

Department Head Signature/ Dept: _____

Date this form was completed _____

Is this action being taken due to a violation of State or Federal Regulations governing the position?

YES NO

(If yes, fill in recommended action and cite regulation violated in space below. Please skip the rest of this form).

Type of Incident: mark all that apply

Unsatisfactory Work Performance Detrimental Personal Conduct Negligence in Performance of Duties

What action is being recommended?

___ Suspension length? _____

___ Demotion To what position and at what rate of pay? _____

___ Termination

Please submit the requested documentation to the Human Resource Development Department. Recommendations that lack proper documentary support may be returned for completion before review.

Have you counseled the employee regarding the issue before? YES NO

If yes, provide at least one of the following documents regarding the counseling session(s)

___ Performance Log Worksheet

___ Employee Consultation Form

___ Memorandum

Has the employee received a written warning within the past 18 months for this or any other work related conduct? YES NO

If yes, provide a copy of the written warning.

Has the employee ever been suspended or demoted in the past? YES NO

If yes, please provide the following:

___ All Pre-Disciplinary Conference Notices related to the previous actions

___ All Memoranda related to the severe disciplinary actions.

NOTE *If you answered NO to any of the above questions, severe disciplinary action may not be warranted. Please attach a written statement explaining why this incident warrants severe disciplinary action.

Did the employee grieve any of the previous disciplinary actions?

YES

NO

If yes, include the following:

____ Employee Grievance/Intake Form

____ Supervisor's Responses to Grievance

____ Manager's Response to Grievance

Was the employee ever offered training related to this issue?

YES

NO

If yes, did the employee successfully complete the training?

YES

NO

Provide the following documents related the training:

____ Training Certificates

____ Training Logs

Does your department have policies or procedures related to this conduct?

YES

NO

If yes, provide the following

____ All Departmental Policies or Procedures regarding the conduct

____ All Acknowledgement forms indicating the employee received the policies

____ All documents regarding training that was provided on the policies

____ **Attach the most recent performance reviews for this employee and any other documentation that might be relevant to this case.**

FOR HRD USE ONLY

.....

Reviewed by _____ Date _____