

Job Aid Series:

Good Disciplinary Practices

Employees must adhere to all regulations, policies, and procedures. It is important to adhere to the following guidelines.

- Counsel the employee as soon as possible after the violation occurs.
- Contact union representative if required by contract.
- Hold the discussion in private and have another supervisor as a witness.
- Speak to the employee in a calm, friendly, but firm manner.
- Document, document!

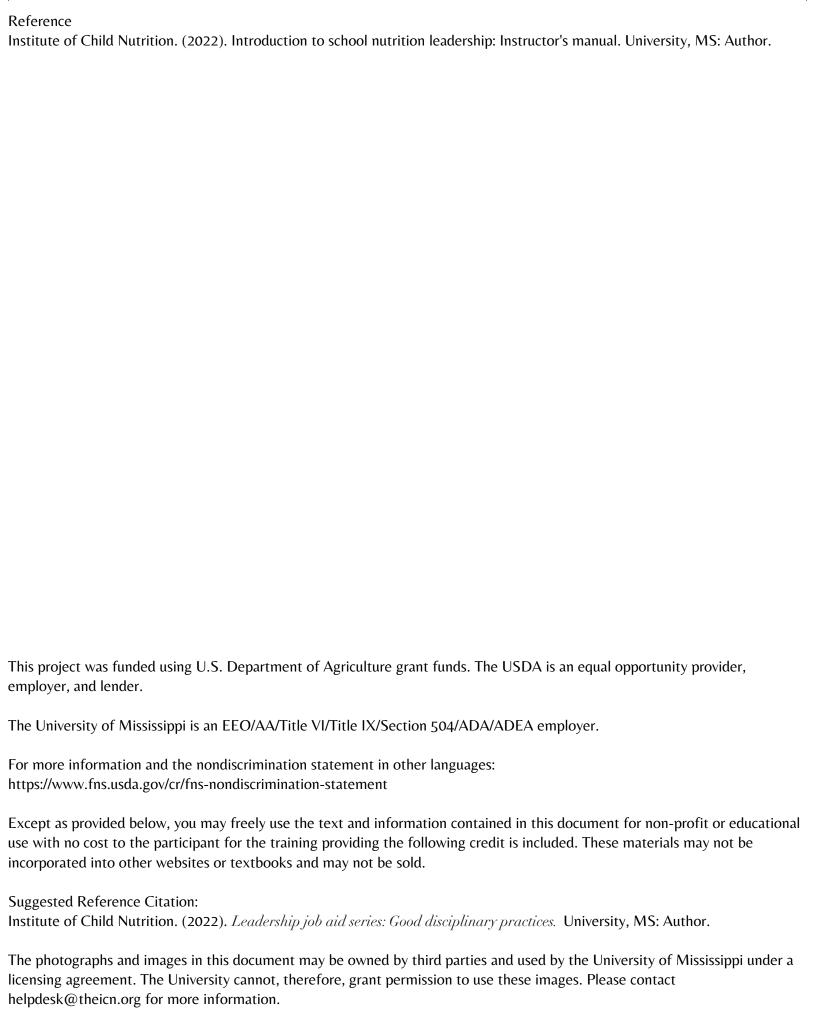
At all steps in the progressive disciplinary process, appropriate documentation is required. A rule of thumb is "if it was not documented, it never happened." Documentation serves as legal evidence and a record of disciplinary actions. For example, without adequate documentation, a termination decision can be overturned.

Documentation Tips:

- Write facts, not opinions
- Write who, what, where, when, and why
- Obtain written and signed statements from witnesses
- Document on the day the event occurred or as near to the day as possible
- Record time and date (day, month, and year)
- Take photographs as needed
- Give the accused a chance to explain verbally and in writing
- Obtain all sides of the story and remember to remain objective







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