



CHILD NUTRITION LEADERSHIP SITE
Educate. Elevate. Empower.

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, 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



Reference

Institute of Child Nutrition. (2022). Introduction to school nutrition leadership: Instructor's manual. University, MS: Author.

This project was funded using U.S. Department of Agriculture grant funds. The USDA is an equal opportunity provider, employer, and lender.

The University of Mississippi is an EEO/AA/Title VI/Title IX/Section 504/ADA/ADEA employer.

For more information and the nondiscrimination statement in other languages:

<https://www.fns.usda.gov/cr/fns-nondiscrimination-statement>

Except as provided below, you may freely use the text and information contained in this document for non-profit or educational use with no cost to the participant for the training providing the following credit is included. These materials may not be incorporated into other websites or textbooks and may not be sold.

Suggested Reference Citation:

Institute of Child Nutrition. (2022). *Leadership job aid series: Good disciplinary practices*. University, MS: Author.

The photographs and images in this document may be owned by third parties and used by the University of Mississippi under a licensing agreement. The University cannot, therefore, grant permission to use these images. Please contact helpdesk@theicn.org for more information.