**CHECKLIST**

**PROGRESSIVE DISCIPLINE DOCUMENTATION**

After a disciplinary session, you will want to make some documentation based on your notes. Use this checklist to make sure you include everything you need in your documentation.

You will also need to make sure that you have received a signed copy of your Company Code of Conduct and Policy and Procedure Manual from each employee before any disciplinary procedures can take place.

## Verbal Warning

Be sure that all verbal warnings are documented in writing. They are a building block to more formal warnings in the future. All documentation should include:

* the employee’s name
* the date of the verbal warning
* the specific offence or rule violation
* a specific statement of the expected performance
* any explanation given by the employee or other information that is significant

### **Example of verbal warning documentation**

 “I talked to [EMPLOYEE] today about him/her attendance record and gave him/her a verbal warning. Since [DATE], [EMPLOYEE] has been absent from work on [NUMBER] occasions for a total of [NUMBER] days. [THE EMPLOYEE] response was, ‘You can't make people work when they are sick,’ and he/she argued about the verbal warning. I told him/her that he/she could request a medical leave of absence if he/she needed it, but that I expected him/her to be here every day unless a doctor says otherwise.

## Written Warning

A written warning is more serious than a verbal warning and represents a progression in the progressive discipline process.

In documenting a written warning, include:

* the employee’s name
* the date the written warning was issued
* the specific offence or rule violation
* references to previous conversations and verbal warnings about the problem
* a specific statement of the expected performance
* any explanation given by the employee or other information that is significant
* a statement indicating your confidence in the employee’s ability to perform properly in the future
* the employee’s signature – if the employee refuses, include a note on the signature line indicating your attempt to get the employee to sign and his/her refusal to do so. Then make sure that the document is signed by someone that witnessed the employee’s refusal to sign the document. This person will sign the document as a Witness.

For disciplinary hearings please refer to the “Step by Step Guidelines for Disciplinary Hearings”