

SOM disciplinary process

- Generally, employee should first be warned in an informal verbal discussion about the concern.
- Written notice- if the concern persists following the verbal conversation, draft a notice relating to the concern and send it to the employee.
 - The notice should contain the following information: the issue, confirmation that there was a discussion, and a timeline to complete task or change behavior
 - Begin a department file, printing emails and other documentation related to these issues.
- Staff counseling notice-if the issue does not remedy itself, and additional action is necessary, a staff counseling notice will follow. Draft a notice relating to the concern and send it to Henry Oh in Labor Relations.
- If the issue continues, contact labor relations (Henry Oh 256-4320) for formal disciplinary guidance.