

HR Discipline Checklist

Before deciding and conducting a non-voluntary termination, it is a good idea to run the situation by HR or your HR On-Call Advisor (800-535-5058 or hr.oncall@curi.com). There are various federal and state laws that need to be considered as well as contracts and past practices and policies of your practice.

In general, the steps below should be followed so that there is clear communication of expectations and, in the unfortunate event that you need to terminate an employee, you create the least amount of risk as possible.

Standard Procedures for All Employees:

- At time of hire, distribute discipline policy (through employee handbook or otherwise). Make policies available online or elsewhere so all employees have access. Consider having employees sign off on all policies and keep a copy in their HR file.
- Consistently follow policies. Treat employees fairly and consistently.
- Make sure that all employees understand how to bring forward a complaint.

Disciplinary Steps:

- Inform employee of infraction or performance issue and maintain records in HR file. Document!
- Obtain signed acknowledgments from employee that the he or she has received the warning or performance improvement plan. This is true even if the warning is at a 'verbal' level. An email outlining the expectations after your conversation may be a good way to make sure the employee understands these expectations and the meaning of your conversation.
- Feedback should be administered as close to the date of infraction or performance issue as possible. Do not let the situations build up without addressing.
- Allegations of discrimination, harassment or other serious misconduct should be addressed immediately. Reach out to HR On-Call for help in understanding next steps and for information on how to conduct an investigation.

- Your disciplinary actions should include language that says ‘immediate and sustained improvement is needed. Any future infractions may lead to further disciplinary action up to and including termination.’
- Be prepared for employee emotions. Not all employees are used to receiving feedback and you may need to allow time for the employee to process. It is a good idea to give employees a day or so and check back in with them to make sure they have understood what you have conveyed.

If you believe termination is warranted:

- Contact HR On-Call before taking any action: 800-535-5058 or hr.oncall@curi.com
- Follow your standard offboarding process.

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