343: Team Member Discipline

300: Human Resources · https://milo.masseyservices.com/docs/343-team-member-discipline/

Section: Human Resources
Subject: Team Member Discipline
Approved by: Tony Massey
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Policy Owner: Director of Human Resources

Policy

Scope: All team members.

It is the responsibility of the supervisor to timely inform a team member of deficiencies regarding work performance or conduct on the job. Normally, the supervisor and team member will review the appraisal during a performance discussion. A written record of the conference is recommended so what happened may be recalled at a later date. The supervisor further emphasizes the importance of the conference by asking the team member to read and sign the written report.

The purpose of the written report is to assist the team member with constructive suggestions, which if followed, should enable them to improve their work; or if not followed, to know that additional disciplinary action or termination of employment may occur.

The written report should be documented on either a *Team Member Instructions* form (Appendix A) or *Disciplinary Action Report* (Appendix B); the use of which is determined by the nature and frequency of the offense or deficiency.

Each month the *Team Member Instructions* and *Disciplinary Action Reports* from the prior month are sent to the appropriate regional vice president and/or vice president, and above, for review.

Procedure

Company rules have been established to provide guidelines for discipline, order, and the efficient operation of the company. Supervisors have the authority to discipline for performance issues, violations of company policies and other conduct issues. There are several types of disciplinary actions available, each of which requires a written record:

- Performance discussion conference
- Suspension without pay
- Demotion
- Termination of employment

In cases which have reached the termination stage, the supervisor may find it advisable, to consult with the Human Resources Department and/or President and CEO prior to informing the team member of the termination in order to ensure compliance with all legal requirements.

All disciplinary conversations and actions must be documented in writing after the conversation, signed by the team member and the supervisor, sent to the regional manager/department head, and sent to Human Resources to be filed in the team member's personnel file for future reference.

This policy provides guidelines regarding team member discipline, but it is important to remember our employment-at-will policy remains in place at all times. Depending on team member conduct or the nature and frequency of offenses, management reserves the right and has the discretion to enter into any phase of discipline, inclusive of termination of employment, at any time.

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