

SUPERVISOR'S OUTLINE FOR DISCIPLINE

◆ INCIDENT

- Involve Union at early stage of process
- Act promptly

◆ PRELIMINARY INVESTIGATION

- Dates/Times
- Location
- Witnesses
- Collective Bargaining Agreement analysis
- How other employees are treated
- Involve your supervisor and HR

◆ LET EMPLOYEE KNOW JUST CAUSE MEETING TO BE HELD

- Involve Union Representative

◆ JUST CAUSE MEETING

Whether to discipline

If yes, what kind/amount/nature of discipline

- Draft of disciplinary notice
- Tell employee at outset you're doing an investigation; tell your story; ask for theirs
- Listening skills; give employee a chance to be heard
- Employee's story may generate need for further investigation
- Involve HR
- Remind employee of earlier incidents
- Be sure employee understands rule or performance expectation
- Management witness

◆ ADDITIONAL INVESTIGATION IF NECESSARY

◆ FINALIZE FORMAL NOTICE

◆ MEET WITH EMPLOYEE TO DELIVER NOTICE

- Employee acknowledges receipt
- Employee's file
- Union Representative
- Management witness if necessary