

Disciplinary Steps: Documented employee concerns APTA 01

The progression of formal discipline depends on the need in the situation. However, it is not an option to skip steps or to skip documentation. It is not possible to correct the concern unless the circumstances are EGREGIOUS.

- First: Discuss the problem with the employee professionally and informally
- Next: Written communication e.g. email, noting the issue, that there was a discussion, and a timeline to complete task or change behavior
- Next: Letter of counseling - documenting the concern and the necessary corrective behavior will be available for guidance
Contact the Office of Employee Relations