

PROGRESSIVE DISCIPLINE

STEPS OF PROGRESSIVE DISCIPLINE

Most employees only need to be properly trained and informed of the rules in order to be positive and productive. However, there are times when a supervisor must use the discipline process in order to attain the desired result. In such a case, they should follow the steps listed below.



DOCUMENTED COUNSELING

An opportunity for the employee and the supervisor to informally discuss work-related problems and concerns



DOCUMENTED ORAL REPRIMAND

Used to alleviate any misunderstandings and to clarify the direction for necessary and successful correction of the problem



WRITTEN REPRIMAND

Utilized when prior counseling sessions and/or the oral reprimand have not resulted in satisfactory changes of behavior



REFERRAL TO LABOR RELATIONS

Labor Relations will determine a course of action, including suspension, demotion, or termination

HINT!

Progressive Discipline involves informing the employee of the problem and the need to correct it, then using increasingly stronger disciplinary measures if the employee fails to correct the problem.

For more information and detailed step-by-step processes for Progressive Discipline, please refer to the SCS Progressive Discipline Procedures Guide, found [here](#).

