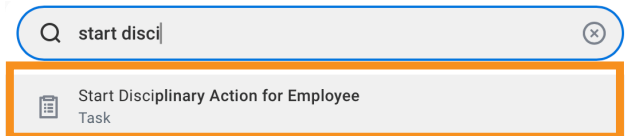


Disciplinary Action Process

Important: You should not issue a formal Disciplinary Action unless you have behavior coaching documentation first.

1. Begin typing “**Start Disciplinary Action for Employee**” and click on the task when it appears.



A search bar with the text "start disci" and a search icon on the left and a close icon on the right. Below the search bar, a dropdown menu is open, showing a single item: "Start Disciplinary Action for Employee Task" with a document icon to its left. The dropdown menu is highlighted with an orange border.

Start Disciplinary Action for Employee

Coaching:

Both start date and end date should be the date the coaching is completed.

Example: A coaching is completed on 7/7/2021. The **Period Start Date** will be 07/07/2021, and the **Period End Date** will be 07/7/2021.

Disciplinary Action:

The "**Period Start Date**" should be the date the corrective action will be issued.

The "**Period End Date**" should be 6 months after the issue date.

Example: A disciplinary action is issued on 06/01/2021. The **Period Start Date** will be 06/01/2021, and the **Period End Date** will be 12/01/2021.

Note: for "Final Warnings", the Employee must be employed for at least 90 days, so if you do not see the appropriate template, that this Employee has not been employed for at least 90 days.



A form with the following fields:

- Employee * [input field with menu icon]
- Review Template * [input field with menu icon]
- Disciplinary Action Reasons * [input field with menu icon]
- Related Disciplinary Actions [input field with menu icon]
- Period Start Date * MM/DD/YYYY [calendar icon]
- Period End Date * MM/DD/YYYY [calendar icon]

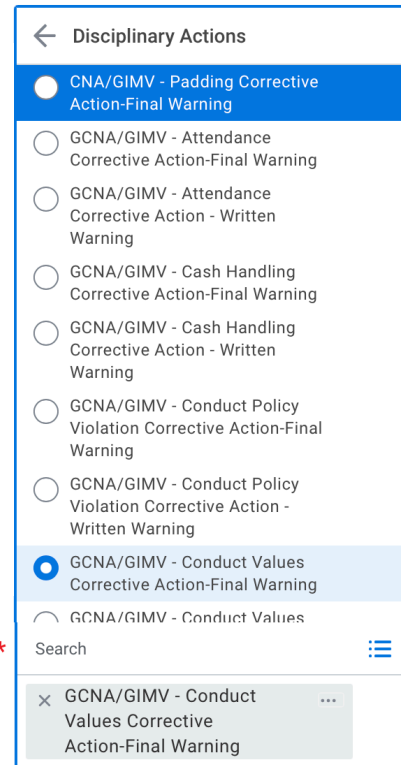
2. Type the employee's name.

Submit

Cancel

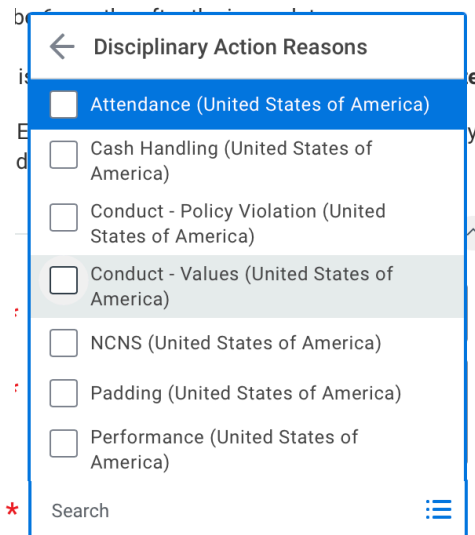
3. Using the Review Template choose **By Type > Disciplinary Actions** and select the template that best matches the reason for Disciplinary Action.

Review Template



4. From **Disciplinary Action Reasons** choose **Reasons for employee's country > United States of America > Disciplinary Action Reasons** and select the reason that best matches the template you chose in the previous step.

Disciplinary Action Reasons *



Important: The **Review Template** and **Disciplinary Action Reasons** must match.

5. From **Related Disciplinary Actions** select all previous and relevant coaching documentation(s)

6. **Period Start Date** is the date that the Disciplinary Action will be issued.

Period End Date is six (6) months after the **Period Start Date**.

The screenshot shows a web form with the following fields and elements:

- Related Disciplinary Actions:** A dropdown menu is open, showing a search bar and a list item: GCNA/GIMV - Coaching and Expectations Form: Jill Patruno.
- Period Start Date:** A required field (marked with a red asterisk) with a date input field showing "MM/DD/YYYY" and a calendar icon.
- Period End Date:** A required field (marked with a red asterisk) with a date input field showing "MM/DD/YYYY" and a calendar icon.
- Buttons:** An orange "Submit" button and a white "Cancel" button.

7. **Submit**

Note: You MUST have **Related Disciplinary Actions** (coaching documentation) if you are writing a formal Disciplinary Action. This demonstrates that the issue is ongoing and has been discussed prior to a formal Disciplinary Action.

Please contact your **HRBP** for further questions.

Important: When you deliver a Disciplinary Action, you MUST have a witness (someone with a title higher than the person being disciplined) present for the conversation

8. Choose **Open**.

Note: If you are unable to continue working on the Disciplinary Action, you can find the task in **My Tasks**.

Start Disciplinary Action Confirmation

Up Next: Jessica T Rhoades | Complete Manager Evaluation

[View Details](#)



9. Choose between **Guided Editor** and **Summary Editor**.

Note: *Guided Editor* is recommended since it goes step-by-step so you won't miss anything.



Go to Guided Editor

A simple step-by-step guide



Go to Summary Editor

Edit everything on one page

10. Fill out the **See**, **Do**, and **Review** sections of the **Disciplinary Action Information**.

Note: For more information on what goes in these documents go [here](#).

11. Add Supporting Documents if you have any that are necessary

Note: Anything in this field can be seen by the team member being disciplined when they receive it. Please do not add documentation if it exposes third-party involvement.

A screenshot of a form titled "Supporting Documents". It features a text input field labeled "Manager" and a rounded "Add" button below it.

View Remaining Process GCNA/GIMV - Conduct Policy Violation Corrective Action - Written Warning: Jill Patruno			
Remaining Process 5 items			
Process	Step	Group	Person
Complete Manager Evaluation for Disciplinary Action	Approval by Initiator	Initiator	Jessica T Rhoades
Complete Manager Evaluation for Disciplinary Action	To Do: Schedule Meeting with Employee	Initiator	Jessica T Rhoades
Complete Manager Evaluation for Disciplinary Action	Provide Employee Review Comments	Employee As Self	Jill Patruno
Complete Manager Evaluation for Disciplinary Action	Provide Manager Review Comments	Initiator	Jessica T Rhoades
Complete Manager Evaluation for Disciplinary Action	Approval by HR Analyst	HR Analyst	Jennifer Iverson Jessica T Rhoades Natalie A Rodriguez

12. Once you have submitted the Disciplinary Action you are able to view the remaining steps by going to **My Tasks > Archive > Choose the Task > Remaining Process.**

13. You will receive a new task when the other approvals have gone through. Click on **To Do** or use your **My Tasks** to locate the new task.

Success! Event approved

Up Next: Jessica T Rhoades | Schedule Meeting with Employee

[View Details](#)

To Do

14. Schedule a meeting with BOTH the **Team Member** and **Witness.**

Tip: Choose **Submit** on this Task once you are in the scheduled meeting with the team member and witness.

Complete To Do [Schedule Meeting with Employee](#) ...

25 minute(s) ago - Effective 06/20/2024

For [Jill Patruno](#)

Overall Process [GCNA/GIMV - Conduct Policy Violation Corrective Action - Written Warning: Jill Patruno](#)

Overall Status In Progress

Instructions Now that you have completed your evaluation, schedule time with the employee.

DO NOT PRESS SUBMIT UNTIL YOU ARE READY FOR EMPLOYEE TO SEE THEIR EVALUATION.

15. Before leaving the meeting have the employee go to their **My Tasks** to **Acknowledge** the Disciplinary Action.

Note: The employee has three shifts to acknowledge. If they still refuse to acknowledge after that, contact your HRPB to acknowledge on the employee's behalf.

This corrective action remains on file for the subsequent six months. In order to avoid further corrective action (up to and including termination), you must conduct yourself in a manner that is consistent with the Company's policies and procedures.

This corrective action is not a contract and does not change the Employee Handbook. You remain employed "at will" and your employment can be terminated at any time, with or without cause and with or without notice.

I acknowledge that the contents of this document have been reviewed and discussed with me. I also understand acknowledgement does not indicate agreement or disagreement with this document.

Acknowledgement

The employee can choose to Acknowledge with or without comments.

Acknowledge Review without Comments
 Acknowledge Review with Comments

Search

× Acknowledge Review without Comments

Comment

Format | B | I | U | A | | | | |

Disciplinary Action Information

Disciplinary Action Information

Disciplinary Action Reason

Conduct - Policy Violation (United States of America)

16. Manager must **Acknowledge Review with Comments**. In the comment section add both the name of the Witness and their Job Title

Manager Acknowledgement

Status *

Acknowledge Review without Comments
 Acknowledge Review with Comments
 Manager acknowledges on behalf of EE with witness?

Search

Format | B | I | U | A | | | | |

17. **Submit**