

7 Questions to Ask Yourself Before Disciplining an Employee

- Did the employee clearly understand the rule or policy that was violated?
- Did the employee know in advance that such conduct would be subject to disciplinary action?
- Was the rule that was violated reasonably related to the safe, efficient and productive operation of the institution/ department?
- Is there substantial evidence that the employee did actually violate the rule?
- Is this conduct something that other employees would receive discipline for?
- Is the disciplinary action that you are planning to take reasonably related to:
 - The seriousness of the offense
 - The employee's record with the institution
 - Action taken with other employees who have committed similar offenses?
- Did you call HR and seek guidance on appropriate disciplinary action?