

POSITIVE DISCIPLINE SYSTEM: FIRST DECISIONAL CONFERENCE

Name: _____ Workday ID: _____ Date: _____

Department: _____ Title: _____

Date of Coaching Session/Disciplinary Meeting: _____

STEP 1: A. The problem is the employee's ongoing failure to live up to his or her agreement made during previous coaching sessions/disciplinary meetings. Describe the performance/ attendance/conduct failure in detail.

STEP 1: B. What was the exact agreement you and the employee made in the previous coaching sessions/disciplinary meetings? *[Attach additional page if needed.]*

STEP 2: What are the consequences if the problem continues? Be logical.

STEP 3: A. What appropriate action must the employee take to correct the problem?

STEP 3: B. Do you, as the employee's supervisor, need to take action to correct the problem? If so, describe that action.

STEP 4: What action(s) has the employee agreed to take to correct the problem?

STEP 5: Review the University's Discipline Policy (PS-8) with the employee. Explain to the employee that this meeting is considered a First Decisional Conference, which is the first formal step in the Positive Discipline System. Inform the employee of the importance of following departmental policies and procedures and meeting your expectations, since failure to do so could result in further disciplinary action up to and including termination.

STEP 6: Inform the employee if he/she disagrees with the facts presented in this letter, he/she has a right to write a rebuttal to the Human Resource Management Employee Relations Director [submit to 110 Thomas Boyd Hall] within seven (7) working days of receipt of this letter.

STEP 7: Inform employee you are confident he/she can meet departmental standards and the employee should let you know if he/she has any questions regarding this letter or your expectations of his/her performance.

STEP 8: Set a date to review the employee's progress. Date of Review: _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Additional Signature: _____ Date: _____

[If required by department]

Original Letter: Employee
Copy: Supervisor/Manager's Personnel File