

DISCIPLINARY DOCUMENTATION PRESENTATION **GUIDELINES FOR MANAGERS**

After an employee has been issued a verbal warning for their behavior or for breaking a policy and they have not corrected the issue, managers are to issue [written warnings](#) to them.

All follow-ups with employees, whether verbal or written, need to be addressed with the employee within a two to three day time period to ensure the situation is addressed in a timely manner.

Our employee handbook has a four step process for the written documentation process. Documentation should include the details of the infraction should be described and it should include the date in which the employee committed the infraction. In the action taken section, the previous time this issue has been addressed with the employee should be referenced (even if it is a verbal).

1. **First Written Warning:** - A first written warning should be issued after an employee does not correct their behavior after a verbal warning has been issued. When meeting with the employee, they should be verbally informed that this is the first written warning about the issue, following the previously issued verbal warning.
 - a. **Explanation:** Document when the infraction occurred and a plain, informative explanation of the infraction;
 - b. **Action taken:** If employee repeats the infraction, further disciplinary action may be taken; Include training steps, procedures the employee needs to follow to correct their actions
2. **Second Written Warning:** This is the second time the employee has made the same infraction; When meeting with the employee, they should be verbally informed that this is the second written documentation about the issue, following the previously issued warnings
 - a. **Explanation:** Document when the infraction occurred and a plain, informative explanation of the infraction; include the past two instances the employee's behavior has been addressed
 - b. **Action Taken:** Inform the employee that they are on probation for 90 days that they are now ineligible to apply for any current open positions or any other positions that open up within their probationary period. If employee repeats the infraction, this will lead to suspension; repeat training steps, procedures the employee needs to follow to correct their actions and

discuss the issue with following the outlined items from the previous documentation

3. **Third Written Warning:** This is the third time the employee has made the same infraction; When meeting with the employee, they should be verbally informed that this is the third written documentation about the issue, following the previously issued warnings
 - a. **Explanation:** Document when the infraction occurred and a plain, informative explanation of the infraction; include the past two written instances the employee's behavior has been addressed
 - b. **Action Taken:** Inform the employee due to their inability to correct their actions, they are now suspended without pay. The manager must determine the suspension period based on the severity of the issue, they can follow the list below:
 - i. 1 Day:
 - ii. 3 Days:
 - iii. 1 Week:
4. **Final Written Documentation - Termination:** - The employee has not improved their behavior and now their position at BookPeople is being terminated.

When to Skip Steps in the Written Documentation Process

It is up to the manager's discretion as to when steps in the written documentation need to be skipped. These decisions should take into account the severity of the infraction. Incidents such as harrasment, theft, fighting on property, being intoxicated on the job are just some of the examples of infractions that a manager can address by issuing a final notice before termination, suspension, or immediate termination.

If a manager has to escalate written documentation to a point of skipping a step, they should partner with their supervisor in the planning and the delivery of that particular documentation.

Types of behavior and conduct that BookPeople considers inappropriate and which could lead to disciplinary action up to and including immediate termination of employment include, but are not limited to, the following:

- Violating the BookPeople nondiscrimination or harassment policy.
- Reporting to work intoxicated or under the influence of non-prescribed drugs.
- Excessive absenteeism or tardiness.
- Falsifying employment of other BookPeople records.

- Using alcoholic beverages on BookPeople property using alcoholic beverages while engaged in BookPeople business off BookPeople premises without consent.
- Fighting or using obscene, abusive, or threatening languages or gestures.
- Excessive, unnecessary, or unauthorized use of BookPeople supplies, particularly for personal purposes.
- Theft of property from co-workers, clients, or BookPeople.
- Unauthorized possession of firearms on BookPeople premises or while on BookPeople business.
- Disregarding safety or security regulations.
- Insubordination