Discipline and Termination

**4th Violation: Discharge**

* Make the employee aware of the problem in specific terms.
* Put suggestions as to how these problems can be eliminated.
* Off assistance to the employee to help the employee remedy the situation.
* Give a sufficient amount of time and help to remedy the situation.
* Joint evaluation between the employee and the manager.
* The manager tries to determine the cause of the problem.
* The employee should be given time once the cause is identified.
* The manage should consider ways to remedy the situation and to improve the individual’s performance

**Termination**

* Notify the Payroll Department and the Personnel Department of the cause and date of termination.
* Notify the employee of the cause and date of termination.
* Prepare a Personnel Action Form stating the reason for termination and forward this to the Personnel Department.
* Provide Termination Procedure Forms.
* Set up an appointment for an exit interview.
* Review Termination Procedure Forms for completeness and required clearance signatures.
* Notify the Payroll Department and Credit Union of the termination.
* Provide appropriate Unemployment Compensation information and forms to the terminating employee.
* Forward all Termination Procedure Forms to the Personnel Department record room.

**1st Violation: Formal Warning**

* Counsel the employee.
* Issue a verbal warning.
* Make every effort to determine and resolve the cause of the problem.
* Place memo in employee’s file describing incident and actions taken.

**3rd Violation: Suspension**

* Place employee on suspension without pay for 3 days.
* Probation for 90 days during which the employee will receive extra attention and scrutiny to solve the employee’s problems.
* Warn employee that even a single further offense is grounds for immediate discharge.

**2nd Violation: Written Warning**

* Hold a meeting with the employee.
* Explain nature of offense.
* Warn the employee that any repetition can lead to suspension or discharge.
* Offer the employee help to solve the problem.
* Issue a written warning of offence including reference to prior incident.
* Give one copy to employee and place another in the employee’s file.

**4th Violation**

**Discharge**

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