

**Performance Management
Discipline Terms and Documentation**

Non-Disciplinary

Coaching	Ongoing, informal performance feedback. A note should be placed in supervisor's working file.
Documented Counseling (Warning)	Notice of policy or other violation; will be discipline if reoccurs; use especially in cases where policy is not clear, employee may not have known policy, or it is a minor violation and the employee has a good record; should be documented and placed in personnel file, supervisor's working file, and investigation file.

Disciplinary

Oral Reprimand	First step in formal discipline process; warning if problem/behavior continues will result in progressive discipline; should be documented and placed in investigation file and personnel file.
Written Reprimand	Second step in discipline process; used either when employee has received oral reprimand within the year or when the misconduct/problem warrants a higher level of discipline; should be placed in investigation file and personnel file.

Disciplinary – Involves Due Process

Suspension (Property Right; Due Process Applies)	Third step in discipline process; time off without pay; used either when employee has received a written reprimand within the last two years or when the misconduct/problem warrants serious discipline short of termination; must receive due process first; should place due process notice and actual suspension notice in both the investigation file and personnel file.
Demotion (Property Right; Due Process Applies)	Alternative step in the disciplinary process; used either when the employee has received a suspension within the last five years or when the misconduct/problem warrants serious discipline short of termination; must receive due process first; should place due process notice and actual demotion notice in both the investigation file and personnel file.
Termination (Property Right; Due Process Applies)	Final step in discipline process, used either when employee has received a suspension within the last five years or when the misconduct/problem warrants it; must receive due process first; due process notice and actual termination notice should be placed in investigation file and personnel file.

Note: Other forms of discipline may be used, e.g., denial of overtime opportunities; may mandate training or anger management class, etc. Any discipline that takes away money or another property right requires due process notice.