

## **DISCIPLINARY LETTER CHECKLIST**

Before issuing discipline, make sure that you have reviewed and complied with all steps on the just cause flow chart.

Discipline may be issued for misconduct or omission.

The Disciplinary Letter shall consist of:

- A statement that this letter constitutes discipline (specify type of discipline, whether written warning, written reprimand or suspension without pay).
- A statement of the facts involved in the misconduct, omission or failure to perform to an acceptable level. Such statement shall include: 1) the date of the incident, 2) time of the incident, 3) place of the incident, 4) witnesses to the incident and 5) actions of the individuals involved.
- A quotation of the rule or regulation breached. If the behavior did not breach a rule or regulation but fell below an acceptable standard, a statement of the standard of behavior which employees will be expected to maintain.
- An outline of any previous discipline issued for comparable or related offenses, which are documented.
- A statement if the employee does not improve, he/she will be subject to further disciplinary action.
- A statement of a reasonable period of time within which it is expected that the misconduct, omission or the failure to perform to an acceptable level will be corrected.
- A statement that the employee is being given another opportunity to improve his/her conduct, and an expression of hope that he/she will do so.
- A statement outlining how the administration will help correct the employee's behavior.

The Disciplinary Letter shall be personally delivered to the employee and the employee shall acknowledge receipt.

A copy of the discipline shall be placed in the employee's personnel file as a permanent record of misconduct or omission.

\*If upon being informed that the employee is to receive discipline, the employee requests a union representative, the discipline shall not be given until a representative is present.

\*Unless your contract specifies otherwise, the employee must make a request for a union representative. Management has no duty to inform the employee of this right.

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