
 Organization Name

Employee Discipline Checklist

A formal discipline process can help guide employees to meet expectations while protecting the ministry against employment-related lawsuits.

	Yes	Needs Attention
1. Does your employee discipline policy encourage communication and retraining when appropriate and maintain the ministry's right to terminate at any time?	<input type="checkbox"/>	<input type="checkbox"/>
2. When problematic behavior calls for retraining rather than termination, do you hold a formal meeting to review previous warnings, deliver a written warning, clarify expectations, and obtain a signed employee acknowledgment that the meeting occurred?	<input type="checkbox"/>	<input type="checkbox"/>
3. If the problematic behavior continues after verbal and written warnings, do you create a corrective action plan for the employee, outlining the previous corrective actions, explaining specific behavior or performance issues, setting out reasonable improvement goals, reviewing potential consequences, and obtaining a signed employee acknowledgment that the employee received the plan?	<input type="checkbox"/>	<input type="checkbox"/>
4. If using a "last chance agreement," does it detail the conditions for continued employment, inform that further violations will result in immediate termination, clearly state that the agreement does not alter the "at will" nature of employment, and require signed acknowledgment by the employee?	<input type="checkbox"/>	<input type="checkbox"/>
5. Do you retain records of all disciplinary actions taken against an employee?	<input type="checkbox"/>	<input type="checkbox"/>
6. If termination is necessary, do you consult legal counsel licensed in your state before terminating the employee?	<input type="checkbox"/>	<input type="checkbox"/>
7. Do you have a plan for communicating with other employees and the community following an employee termination?	<input type="checkbox"/>	<input type="checkbox"/>

Notes: _____

Completed by: _____ Date: _____

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