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Soggetti	Employees - Dismissal of Labor discipline Problem employees
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Note generali	Includes index.
Nota di contenuto	Contents; Acknowledgments; Introduction; Who Should Read This Book?; Why Is It So Hard to Write Up Employees?; What Are the Benefits of Reading This Book?; How the Book Is Structured; Disclaimer; Part I: Mastering the Write-Up Tool; 1. Progressive Discipline and Its Legal Considerations; The Elements of Due Process; Legal Implications of Probationary Periods; 2. Disciplinary Levels, Subjects, and Prior Notifications; The Verbal Correction (aka First Written Warning); The Written Warning; Investigatory Leave; Final Written Warning; Classifying the Infraction; Prior Notifications 3. Incident Descriptions and Performance Improvement Plans Incident Description; Performance Improvement Plan (PIP); 4. Consequences, Rebuttals, and Employee Acknowledgments; Positive Consequences;

Negative Consequences; Scheduled Review Dates; The Employee Rebuttal; 5. Commonly Asked Questions and Practical Answers to Tricky Employee Relations Issues; 6. About the Sample Write-Ups; PERFORMANCE CORRECTION NOTICE; 101 Sample Write-Ups; Part II: Disciplining the Probationary Employee; #1, 2 Disciplining the Probationary Employee
#3 Disciplining the Probationary Employee: Extending the Length of Probation#4 Performance Problems That Arise Right After the New Hire's Probationary Period Ends; Part III: Policy and Procedure Violations; #5, 6 Failure to Follow Departmental Policies and Procedures; #7 Excessive Personal Telephone Calls; #8 Software Piracy (Unauthorized Installation); #9 Unauthorized Use of Company Equipment, Time, Materials, or Facilities; #10 Unauthorized Removal of Company Files; #11 Inappropriate Downloading/Violation of Intellectual Property Rights
#12 Leaving the Work Site During a Regularly Scheduled Shift#13 Disclosure of Confidential Information About the Company or Its Customers; #14 Failure to Follow Company Dress Code; #15 Lack of Cleanliness and Substandard Personal Hygiene; #16 Smoking on Company Grounds; #17 E-Mail Misuse; #18 Off-Duty Conduct and "Moonlighting"; #19 Failure to Disclose a Conflict of Interest/Personal Relationship (Code of Conduct Violation); Part IV: Performance Transgressions; #20-26 Substandard Work Performance; #27 Substandard Customer Service; #28, 29 Safety Infractions; #30 Lack of Sales Production
#31 Unwillingness to Perform Properly Assigned Work#32 Recurring Negligence and Thoughtlessness; #33 Lack of Teamwork; #34 Lack of Managerial Leadership and Lack of Trust; #35 Failure to Follow Through/"Dropping the Ball"; #36 Improper Cash Handling; #37 Acts Resulting in Loss to the Employer; #38 Slow or Inefficient Production; #39 Failure to Observe Working Schedule, Including Rest and Lunch Periods; #40 Sleeping on the Job; #41 Failure to Learn New Material in Training; #42 High Error Factor and Scrap Rate; #43 Falsification of Employer Records
#44, 45 Lack of Communication with Supervisor

Sommario/riassunto

A complete tool kit for handling disciplinary problems in a fair, responsible, and legally defensible way.
