



SUPERVISOR'S GUIDE TO
DOCUMENTING
EMPLOYEE
DISCIPLINE

FIFTH EDITION

LEE T. PATERSON • MIKE DEBLIEUX

Supervisors Guide To Documenting Employee Discipline

Sandra M. Reed



Supervisors Guide To Documenting Employee Discipline:

Supervisor's Guide to Documenting Employee Discipline Lee T. Paterson,1998 This book provides supervisors with proper procedures for documenting employee behavior discipline Text includes forms flowcharts explanations of regulations sample documentation It shows you how to be objective in verbal written documentation counsel employees with disciplinary problems keep a Critical Incidents Diary

Supervisor's Guide to Documentation and File Building for Employee Discipline Joseph J. Woodford,Ronald C. Ruud,1998-02 A concise practical guide to building a solid case against the substandard employee that will meet the test of an appeal before an arbitrator hearing officer or judge The authors give the supervisor step by step directions from investigations and documentation of evidence to the writing of disciplinary memoranda and unsatisfactory evaluations This is supplemented by a rich assortment of workable examples which can be used as models in the preparation of actual documents needed to support disciplinary action Pitfalls such as employee rights to union representation at meetings with management and access to personnel files are examined so as to avoid technical problems that are often raised by the employee s union or attorney

Documenting Employee Discipline Lee T. Paterson,Michael Deblieux,2002

The Nonprofit Manager's Resource Directory Ronald A. Landskroner,2002-04-30 A newly revised and updated edition of the ultimate resource for nonprofit managers If you re a nonprofit manager you probably spend a good deal of your time tracking down hard to find answers to complicated questions The Nonprofit Manager s Resource Directory Second Edition provides instant answers to all your questions concerning nonprofit oriented product and service providers Internet sites funding sources publications support and advocacy groups and much more If you need help finding volunteers understanding new legislation or writing grant proposals help has arrived This new updated edition features expanded coverage of important issues and even more answers to all your nonprofit questions Revised to keep vital information up to the minute The Nonprofit Manager s Resource Directory Second Edition Contains more than 2 000 detailed listings of both nonprofit and for profit resources products and services Supplies complete details on everything from assistance and support groups to software vendors and Internet servers management consultants to list marketers Provides information on all kinds of free and low cost products available to nonprofits Features an entirely new section on international issues Plus 10 bonus sections available only on CD ROM The Nonprofit Manager s Resource Directory Second Edition has the information you need to keep your nonprofit alive and well in these challenging times Topics include Accountability and Ethics Assessment and Evaluation Financial Management General Management Governance Human Resource Management Information Technology International Third Sector Leadership Legal Issues Marketing and Communications Nonprofit Sector Overview Organizational Dynamics and Design Philanthropy Professional Development Resource Development Social Entrepreneurship Strategic Planning Volunteerism

The Supervisor's Big Book of Answers Paula J. MacLean,1999

Personnel Literature ,1982

Abolishing Performance Appraisals Tom Coens,Mary

Jenkins,2002-10-12 The authors separate the five discrete functions of appraisal coaching feedback compensation employee development and legal documentation and clarify the objectives of each They examine the atrocious track record of appraisals

Federal Mandatory Workplace Posters Lee T. Paterson,1991 [Abolishing Performance Appraisals](#) Tom Coens and Mary Jenkins,Jenkins Mary,Coens Tom,2010-05-07 Performance appraisals are used in the overwhelming majority of workplaces Yet most organizations that use appraisal and a similar percentage of givers and receivers of appraisal are dissatisfied with the process Many are beginning to deeply question whether appraisal is necessary and consistent with the work culture espoused by progressive organizations Abolishing Performance Appraisals provides an insightful well documented look at the flaws of appraisal including its destructive unintended effects and offers practical guidance to organizations that want to move on to more progressive approaches to coaching feedback development and compensation While many books prescribe cures for appraisal this is the first to focus exclusively on eliminating appraisal altogether and creating alternative non appraisal approaches based upon progressive and healthier assumptions about people The authors expose and dispel the widely accepted myths and false assumptions that underlie common management strategies surrounding the five key functions of appraisal coaching feedback development compensation and legal documentation They then offer step by step practical guidance on implementing alternative non appraisal strategies that deliver the objectives of each function And they suggest ways to give supervisors and managers the freedom to choose for themselves the most effective ways of working with people Filled with real life examples resources tools and detailed practical advice Abolishing Performance Appraisals is an entirely fresh and radically different view of performance appraisal and its functions that will help people start over and discover new and more effective approaches

101 Sample Write-Ups for Documenting Employee Performance Problems Paul Falcone,2010-03-24 Whether you re addressing an initial infraction or handling termination worthy transgressions you need to be 100 percent confident that every employee encounter is clear fair and most importantly legal Thankfully HR expert Paul Falcone has provided this wide ranging resource that explains in detail the disciplinary process and provides ready to use documents that eliminate stress and second guessing about what to do and say Revised to reflect the latest developments in employment law the third edition of 101 Sample Write Ups for Documenting Employee Performance Problems includes expertly crafted easily customizable write ups that address sexual harassment absenteeism insubordination drug or alcohol abuse substandard work email and phone misuse teamwork issues managerial misconduct confidentiality breaches social media abuse and more With each sample document also including a performance improvement plan outcomes and consequences and a section of employee rebuttal it s easy to see why over 100 000 copies have already been sold making life for managers and HR personnel significantly easier when it comes to addressing employee performance issues

A Supervisor's Guide to the Employee Counseling Service Program Amy C. Barkin,1986 *The Manager's Pocket Guide to Documenting Employee Performance* Terry L. Fitzwater,1998 This step by

step guide will help you document and change unwanted work behaviors before they become issues leading to termination It is presented in a format that is easy to understand and apply The guide presents specific measures for accurate performance documentation that will protect your organization against discharge litigation

School Personnel Administration Arthur J. Townley, June H. Schmieder-Ramirez, Lillian B. Wehmeyer, 2005-07-07

A Guide to the Human Resource Body of Knowledge (HRBoK) Sandra M. Reed, 2017-04-18 An essential reference for HR professionals A Guide to the HR Body of Knowledge HRBoK™ from HR Certification Institute HRCI is an essential reference book for HR professionals and a must have guide for those who wish to further their expertise and career in the HR field This book will help HR professionals align their organizations with essential practices while also covering the Core Knowledge Requirements for all exams administered by HRCI Filled with authoritative insights into the six areas of HR functional expertise Business Management and Strategy Workforce Planning and Employment Human Resource Development Compensation and Benefits Employee and Labor Relations and Risk Management this volume also covers information on exam eligibility and prep tips Contributions from dozens of HR subject matter experts cover the skills knowledge and methods that define the profession s best practices Whether used as a desk reference or as a self assessment this book allows you to Assess your skill set and your organization s practices against the HRCI standard Get the latest information on strategies HR professionals can use to help their organizations and their profession Gain insight into the body of knowledge that forms the basis for all HRCI certification exams As the HR field becomes more diverse and complex HR professionals need an informational home base for periodic check ins and authoritative reference As a certifying body for over four decades HRCI has drawn upon its collective expertise to codify a standard body of knowledge for the field The HRBoK is the definitive resource that will be your go to HR reference for years to come

A Supervisor's Guide to the Commissioned Personnel System 1990 United States. Public Health Service. Office of the Surgeon General. Division of Commissioned Personnel, 1990

California. Court of Appeal (2nd Appellate District). Records and Briefs California (State)., **The Inclusive, Empathetic, and Relational Supervisor** Behnam Bakhshandeh, William J. Rothwell, Aileen G. Zaballero, 2024-06-13 Supervisors are the bridge between line employees and middle upper management Therefore they must effectively communicate across the organization to be responsive and thoughtful leaders With work being more global organizations are taking advantage of remote work and the workforce is now more diverse and decentralized making the workplace more dynamic and complex However diversity can be one of the most controversial and least understood business topics because of the issues regarding quality leadership and ethics Anand uses positivity as a foundational practice to lead and encourage other employees provides guidelines on how to hold employees accountable and set high expectations presents strategies to engage coach and develop employees by creating a positive environment to influence attitudes and behaviors and offers various approaches for managing time and increasing productivity

Supervisor's Guide to Human Resources ,2006 *The Personnel Administrator* ,1988-12

The Martindale-Hubbell Law Directory ,2002

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