DISCIPLINE: AN ESSENTIAL MANAGEMENT TOOL

THE PURPOSE OF DISCIPLINE:
Too often employees are disciplined after repeated infractions and/or once they have gotten on someone’s “last nerve.” Disciplining someone out of anger or frustration tends to create rather than solve a problem. Discipline is most effective when done for the following reasons.
- Communicate Expectations
- Educate
- Correct unproductive behavior
- Maintain order
- Protect (the employee or others)

BEFORE YOU DISCIPLINE:
Disciplining an employee should take place as close to the incident as possible. Prior to administering a disciplinary action, one should give careful thought to the following:
- What is the infraction?
- Did the employee know or should the employee have known that his/her behavior was in error?
- Has there been a fair investigation of the facts?
- Is there substantial evidence of guilt? Did the employee act alone or were others involved?
- Are there other possible reasons for the behavior?
- How have you disciplined employees in the past for similar infractions?
- Consult with the Department of Human Resources

A SUPERVISOR’S RECIPE FOR A PRODUCTIVE WORKPLACE:
Dealing with the disruptive behaviors of an employee is time consuming for a supervisor and the employee’s co-workers. The following are some steps that can be taken by a supervisor to reduce the possible occurrence of unproductive workplace behavior.
- Create and maintain a courteous work environment
- Be consistent and fair in your treatment of all of your employees
- Clearly and consistently communicate goals and expectations for behavior and job performance
- Provide employees with the training, information and materials they need to do their jobs well
• Make sure that all of your employees are fully employed and don’t have a lot of time to waste
• Supervise by example. Be visible and accessible.

For additional information about disciplining employees, refer to Department of Human Resource’s Disciplinary Policy