

Progressive Discipline Checklist

Employee Name: _____

Purpose

To provide a life giving and structured corrective action process to improve and prevent a recurrence of undesirable behavior and performance issues.

Goals

1. Help staff identify areas where they're not performing to expectations and correct
2. Ensure that termination is never a surprise
3. That the staff member and family remain at Bayside
4. Ensure that when transitions need to take place, Bayside Pastors the staff member through every transition

Self-Check

- Have I communicated clear expectations?
 - If yes, how have they been communicated?
- Have I supplied adequate resources & training?
- Has the position outgrown the person?
- Has the employee's passion changed?
- Do I have an angst against this person?

Environment

Distraction free (turn off your phone), try not to have a desk between you and the employee, create an environment where they feel comfortable to open up to you.

Progressive Discipline Process

1. Seek Understanding - "I care more about you than what you can do for Bayside"

- Meet with the employee to discuss how things are going in life?
- Identify what needs to change and the time frame to make the changes.
- End your conversation on a positive note that motivates them to make changes.

Date Completed: _____

2. Verbal Warning - Meet with your employee and identify performance, conduct or other issues that were discussed in step one.

- Provide clear expectations and ask for verbal confirmation of understanding.
- Establish a timeframe for expected changes.
- Follow up with an email outlining expectations and time frame on the same day.
- Forward copy of email to HR for employee file.

Date Completed: _____

3. Written Warning - Meet with your employee and give them the formal *Written Warning Form*.

- Outline specific issues and timeframe for correction.
- Answer any questions they may have regarding the warning.
- Ensure that you and the employee both sign the document then send it to HR, Campus Pastor and Senior Associate Pastor.

Date Completed: _____

4. Final Written Warning & Suspension - Meet with your employee and give a second *Written Warning Form*.

- Note specific issues that have not been corrected and suspension without pay from their position for a maximum of 3 days.
- During this meeting the Supervisor should invite the employee to indicate if they would like their spouse present if further action is needed.
- Ensure that you and the employee both sign the document then send it to Human Resources, Campus Pastor and Senior Associate Pastor.

Date Completed: _____

5. Termination

- Meet with Ministry Resourcing to plan for transition & communication prior to termination.
- Have at least one other person with you for this conversation. A representative from HR or Senior Associate Pastor should be present at every termination.
- Provide appropriate termination letters at the meeting and collect all Bayside belongings.

Date Completed: _____