

**Disciplinary Action Checklist  
For  
Supervisors of Employees Subject to  
The State Human Resources Act**

*For Discipline -*

1. Have I discussed this with my personnel resource?
2. Is this a probationary employee? Does this employee have career status?
3. Is this job performance or personal conduct?
4. If job performance, are there existing, current disciplinary actions?
  - In writing and specific?
  - That the employee knows about?
  - In the employee's personnel file?
5. If job performance, was there a performance evaluation process? If so, what was the most recent performance rating?
  - Was there a "less than satisfactory" or lower rating for this particular job duty on that rating?
  - What was the overall performance rating?
6. If performance, how have employees in similar situations been dealt with?
  - Are there distinguishing facts in this situation?
7. If personal conduct, have there been similar situations in your agency?
  - If so, how have they been handled?
8. Have I checked with top management/director?
9. Have I checked with personnel?

*For Dismissal -*

1. Have all required disciplinary actions been given?
2. Has there been a pre-dismissal conference?
3. Was the employee given specific, advance written notice of the pre-dismissal conference?
4. Is there a written letter of dismissal with specific reasons and applicable appeal rights?