

DATE: _____

Discipline Decision Worksheet

[Business Information]

Employee Information

Employee Name	
Department	
Manager	
Date	

1. Situation Summary

Briefly describe the issue or concern.

2. Type of Issue

☐ Performance ☐ Conduct ☐ Attendance ☐ Policy Violation ☐ Other: _____

3. Severity Level

☐ Low (coaching) ☐ Moderate (write-up) ☐ High (final warning/termination)

4. Employee History

☐ No prior issues ☐ Prior coaching ☐ Prior write-up ☐ Final warning

Add notes if applicable.

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5. Consistency Check

Have similar situations been handled the same way?

☐ Yes ☐ No ☐ Unsure

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6. Recommended Action

- ☐ Coaching Conversation
- ☐ Corrective Action (Write-Up)
- ☐ Final Warning
- ☐ Termination
- ☐ Further Investigation Required

7. Rationale for Decision

Explain why this action is appropriate based on facts, policy, and consistency.

8. Next Steps

Outline immediate actions and follow-up.

Manager Review

Name	Signature	Date