# Progressive Disciplinary Process

Complete this template based on the scenario and instructions in the Week 7 assignment: Progressive Disciplinary Process. You are acting in the role of the Human Resources Manager for a manufacturing company. Each of the sections of this template simulates a document that will be placed in an employee’s personnel file.

## 1. Record of first conversation with employee

This part of the assignment will be 2–3 paragraphs in length.

**Employee Name:**

**Human Resources Manager:**

**Date of Interaction with Employee:**

**Nature of the communication with employee (verbal or written):**

**Use the area below to describe the communication. It will expand to accommodate the length of your response.**

Description of the incident that led to this contact:

Description of the contents of your conversation with the employee:

## 2. Progressive Disciplinary Plan

This part of the assignment will be one page in length.

**Employee Name:**

**Human Resources Manager:**

**Date Presented to Employee:**

**Each of the sections below will expand to accommodate your comments.**

1. Describe the incident(s) that led to the creation of this plan.

2. Purpose of this Plan

3. Describe the progressive steps of the plan, expectations for employee behavior, and consequences of additional incidents.

## 3. Recommendation and Documentation

This part of the assignment will be one page in length.

## Recommendation to the Director

**Employee Name:**

**Human Resources Manager:**

**Date of Recommendation:**

**Human Resources Manager: Use this space to recommend the action that the company Director should take toward the employee. It will expand to accommodate the length of your response.**

## Record of Prior HR Warnings to Employee

For each warning, include this information: Type of contact (verbal or written), Date, Subject.