

Pre-Disciplinary Conference Template

PUT ON YOUR LETTERHEAD

Hand Delivered or Certified Mail Return Receipt (for letter format)

TO: EMPLOYEE NAME,
TITLE

FROM: NAME, TITLE

DATE: DATE

Subject: Notice of Pre-Disciplinary Conference

Date, time, location, and purpose of the conference:

This is to notify you that a Pre-Disciplinary Conference has been scheduled for TIME on DAY, DATE, in LOCATION. NAME, TITLE, and I will be conducting this meeting. The purpose of this conference is to ensure that the decision to be made is not based on misinformation and to give you an opportunity to respond to the recommended disciplinary action. In accordance with State Human Resources Policy, attorneys are not to be present during the pre-disciplinary conference.

Recommended disciplinary action:

(Disciplinary Suspension Without Pay, Demotion, or Dismissal) is being recommended based on (unacceptable personal conduct, unsatisfactory job performance, or grossly inefficient job performance) as defined in Section 7, page # (page 4 for job performance or page 3 for personal conduct or gross inefficiency) of the State Human Resources Manual.

- Also include violation(s) of any internal policy(ies) or procedure(s) if it is violation of known or written work rule(s).
- If the action is based on unsatisfactory job performance, include the definition—i.e., unsatisfactory job performance is defined as, “*work-related performance that fails to satisfactorily meet job requirements as set out in the relevant job description, work plan, or as directed by management.*”
- If the action is based on grossly inefficient job performance, include the definition—i.e., grossly inefficient job performance is defined as, “*unsatisfactory job performance that causes or results in the potential for: (1) death or serious bodily injury to employee(s), the public, or person(s) over whom the employee has responsibility or (2) the loss of or damage to state property or funds that results in a serious adverse impact on the State and/or the work unit.*”
- If the action is based on insubordination, include the definition—i.e., “*the willful failure or refusal to carry out a reasonable order from an authorized supervisor.*”

The specific facts that led to the recommended action:

This recommendation is based on the following:

Tell the story in sequential order: State how author was made aware of the incident? Using names and titles, who observed or reported the incident and to whom, on what date, and what did they report? What was management’s response to the observation/report (i.e., investigatory leave with pay, administrative investigation/review, etc.)? What did the investigation/review reveal? Using names and titles, or initials if it’s a patient/resident/client, list any witnesses to the incident and observers/reviewers of video surveillance, files, documents, etc. Include verbiage/quotes from written statements from everyone involved, if available. Cite specific policy violation(s) and the policy(ies) -

explain how the actions of the employee violated the policy(ies) cited or how performance fell short. State the performance expectations, what interventions have occurred (i.e., coaching/counseling, improvement plan, training, etc.).

List any active disciplinary action(s), improvement plan, coaching/counseling, etc.:

You currently have (NUMBER) active disciplinary actions in your personnel file. (Give dates of actions and whether for conduct or performance.) (Also include any documented counseling(s) and/or improvement plan(s), etc..)

Inform the employee of the opportunity to respond to the proposed action:

You will have the right to respond to this proposal in the conference and offer information. Your response will be reviewed and considered before a final decision is made.

Inform the employee of the consequences for failing to attend or reschedule the conference:

If you do not attend the conference and have not discussed rescheduling, a decision will be made based on the information available. You may contact NAME, TITLE (HR MANAGER AND/OR ER SPECIALIST) at NUMBER) if you have questions about this process.

Sincerely,

Author of Letter,
Title

cc : Appropriate Management Chain (USE NAME(S))
Personnel File

If Hand Delivered:

I acknowledge receipt of this Notice of Pre-Disciplinary Conference.

Employee Signature: _____ Date: _____