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ERIC P. ANGSTADT

DAVID MILLER, RETIRED

DISCIPLINE CHECKLIST

1. Is there credible testimonial or documentary evidence to support the disciplinary action being taken?
2. Is the disciplinary rule which as been violated job related?
3. Has the employee been given adequate notice of the rules on which discipline is based, such as through the employee handbook, or meetings which the employee has attended? Is the rule sufficiently obvious that a written rule is not needed to administer discipline (e.g., for theft of physical altercations)?
4. Has the employee been given adequate notice of the consequences of violating the rules for which discipline is being taken?
5. Have all appropriate steps been taken to assure that the disciplinary action complies with company policies regarding discipline (e.g., progressive discipline policies)?
6. Have all appropriate steps been taken to assure that the disciplinary action is consistent with past company practice in similar situations?
7. Are departures from past practice supported by legitimate business reasons?
8. Has the basis for the departure been documented?
9. Have all appropriate steps been taken to assure that the disciplinary action does not violate any state or federal statute limiting the employer's right to discipline employees under such circumstances?
10. Have all appropriate steps been taken to assure equal treatment among employees before invoking discipline?
11. Has the employee been given the opportunity to explain his or her side of the story before discipline is imposed?
12. Have the employee's disciplinary problems been adequately documented?
13. Have all disciplinary steps, and meetings involving discipline, been conducted in private?

- 14. Has a proper investigation been conducted to support facts resulting in major disciplinary decisions (*e.g.*, decisions involving loss of pay)?

- 15. Has the employee been given the right to appeal a major disciplinary decision?

- 16. Have alternatives to discipline been explored and documented (*e.g.*, a modified work schedule or a change in job duties might be more appropriate than discipline for an employee consistently late because of inadequate childcare)?