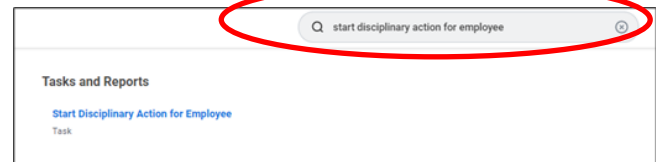


DISCIPLINARY ACTIONS - WARNINGS

Another important aspect of performance is the initiation of disciplinary actions including warnings, performance improvement plans, and a final separation document. Disciplinary actions may be initiated by the employee's manager or the Performance Partner in Human Resources.

WRITTEN WARNING

Log into Workday and type "Start disciplinary action for employee" in the search bar, then click on the task.



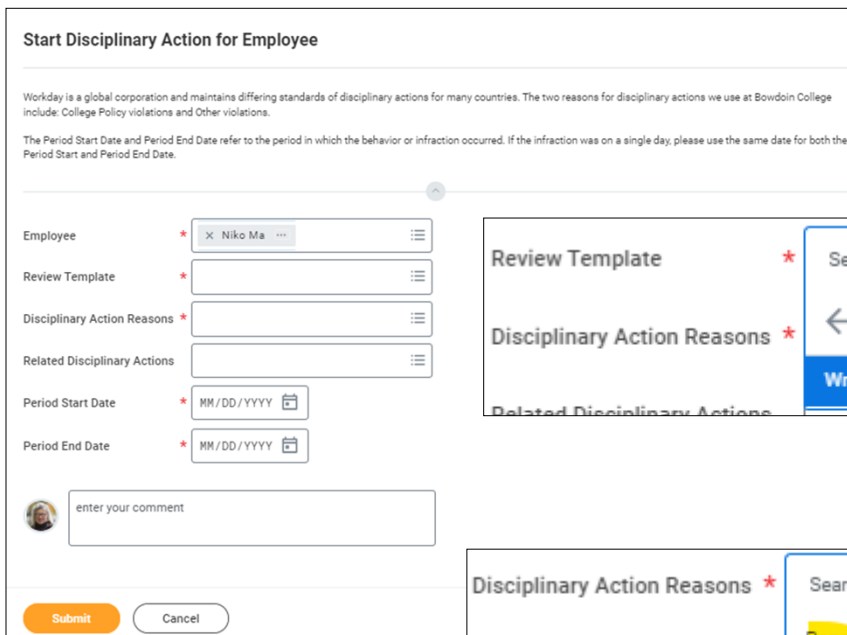
Tasks and Reports

[Start Disciplinary Action for Employee](#)

Task

Type in

- The Employee Name
- Review template > Written warning



Start Disciplinary Action for Employee

Workday is a global corporation and maintains differing standards of disciplinary actions for many countries. The two reasons for disciplinary actions we use at Bowdoin College include: College Policy violations and Other violations.

The Period Start Date and Period End Date refer to the period in which the behavior or infraction occurred. If the infraction was on a single day, please use the same date for both the Period Start and Period End Date.

Employee *

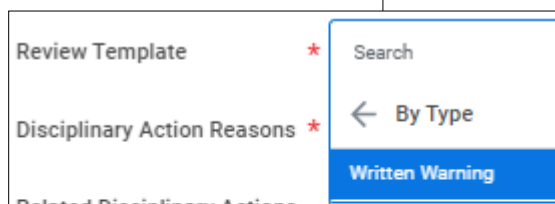
Review Template *

Disciplinary Action Reasons *

Related Disciplinary Actions

Period Start Date *

Period End Date *



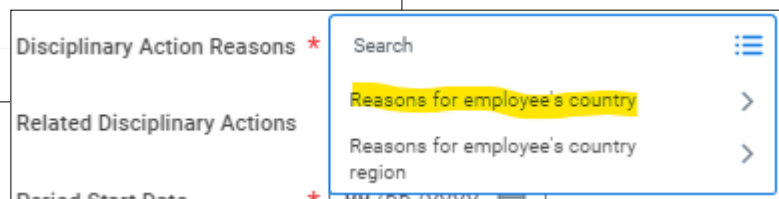
Review Template *

Search

← By Type

Written Warning

- Because Workday is a global company, you must enter US of A as the Country.



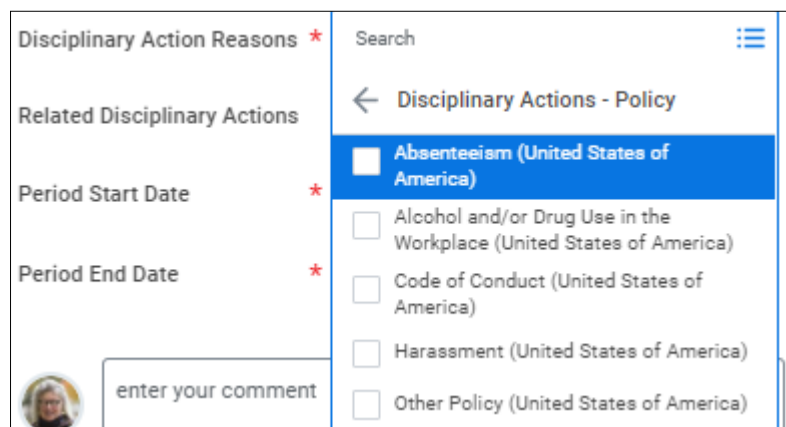
Disciplinary Action Reasons *

Search

Reasons for employee's country

Reasons for employee's country region

- Indicate whether the warning is due to one of four common policy violations (absenteeism, alcohol or drug use in the workplace, code of conduct violation, or harassment) or other reason.



Disciplinary Action Reasons *

Search

← **Disciplinary Actions - Policy**

☒ **Absenteeism (United States of America)**

☐ Alcohol and/or Drug Use in the Workplace (United States of America)

☐ Code of Conduct (United States of America)

☐ Harassment (United States of America)

☐ Other Policy (United States of America)

- The Period Start Date is the start date of the behavior leading up to the warning and the Period End Date is the last day of the period being addressed in the warning.
- Click SUBMIT.




Disciplinary Action Reasons *

Related Disciplinary Actions

Period Start Date *

Period End Date *

MENU  start disciplinary action for employee


Complete Manager Evaluation Manager Evaluation: Written Warning - 06062022 - 4: Niko Ma

Review Period 04/01/2022 - 07/01/2022 Disciplinary Action Reason Absenteeism (United States of America)

Please complete all relevant sections of this written warning and include any supporting documentation if necessary. Please remember that the Period Start Date and Period End Date refer to the review period relating to the warning. If the infraction was on a single day, use the same date for Period Start and Period End Date.

[Get Started](#)

The blue navigation panel on the left will guide the manager or manager's manager through the steps of the disciplinary action including: initial information about the employee and the action itself, the nature of the incident, supporting documents, and review of the entire process before submission to the Performance Partner in Human Resources.


MENU  Search


Complete Manager Evaluation


Manager Evaluation: Written Warning - 06062022 - 4: Niko Ma


[Actions](#)

04/01/2022 - 07/01/2022

 Disciplinary Action Information

 Nature of Incident or Pattern of Behavior

 Supporting Documents

 Review and Submit

Disciplinary Action Information

Disciplinary Action Reason Absenteeism (United States of America)

- Details of the nature of the incident or pattern of behavior
- Expected changes in employee behavior or performance
- Timeframe for demonstrated improvement
- Consequences for non-improvement
- Have there been previous warnings about the behavior or performance

Nature of Incident or Pattern of Behavior

Please fully complete all questions in this section with relevant details and supporting information.

Question Describe the nature of the incident or pattern of behavior (please note specifics, frequency, and impact of behavior, as well as relevant College policy. Attach additional documentation if necessary).

Manager

Answer

Niko has really been absent a lot over the last three months. We have noticed a pattern of absences using sick time—many of them falling on Thursday and Friday or on Mondays. He has missed a total of 11 days and 9 of those fall on Friday or Monday. On two occasions when we tried to reach him in emergency situations, he did not answer our calls. He virtually has no sick time available now—less than 8 hours.

Question Please list expected changes in employee behavior and/or performance:

Manager

Answer

Although the museum is not open on Mondays, that is when we have the most uninterrupted blocks of time for projects. We would ask that Niko give as much advance notice as possible if he is going to be absent. It is impossible to gauge when you will be sick, but it is challenging to have so many sick days on Fridays when other employees have scheduled vacation time off. It leaves us woefully understaffed. I would expect that Niko would start to build up his sick bank again if possible.

Question What is the time frame for demonstrated improvement or remediation?

Manager

Answer

Immediate.

Question List the action(s) to be taken if satisfactory changes do not occur:

Manager

Answer

We will work with Niko if necessary to help him approve attendance. But if his attendance does not improve, we will have to consider termination of employment.

Question Has the employee been warned previously about this issue AND/OR has the issue been raised in the performance review process? (Please indicate how the issue has been raised (e.g., performance review, oral warning, written warning) on what date and by whom.)

Manager

Answer

Niko has had several excuses for missing time and has been warned in emails (4/20/22) and personal conversation on 4/30/22 and 5/21/2022.

Add in any supporting documents (e.g., emails, previous warnings, etc.) for the disciplinary action and review the entire action before clicking on NEXT.

Complete Manager Evaluation

Manager Evaluations Window
Warning - 06/01/2022 - A 15-Minute Limit

06/01/2022 - 03:41:06Z

Disciplinary Action Information

Disciplinary Action Reason: Absenteeism (United States of America)

Nature of Incident or Pattern of Behavior

Question: Describe the nature of the incident or pattern of behavior (please note specifics, frequency, and impact of behavior as well as relevant College policy; attach additional documentation if necessary).

Manager:

Answer: Hiko has been absent a lot over the last three months. We have noticed a pattern of absences using sick time many of them falling on Thursday and Friday or on Mondays. He has missed a total of 11 days and 8 of those fall on Friday or Monday. On two occasions when we tried to reach him in emergency situations, he did not answer our calls. We virtually have no sick time available now - less than 8 hours.

Question: Please list expected changes in employee behavior and/or performance:

Manager:

Answer: Although the museum is not open on Mondays, that is when we have the most uninterrupted blocks of time for projects. We would ask that Hiko give as much advance notice as possible if he is going to be absent. It is impossible to gauge when you will be sick, but it is challenging to have so many sick days on Friday when other employees have scheduled vacation time off. It makes us really uncomfortable. I would expect that Hiko would start to build up his sick bank again if possible.

Question: What is the time frame for demonstrated improvement or remediation?

Manager:

Answer: Immediate.

Question: List the action(s) to be taken if satisfactory changes do not occur:

Manager:

Answer: We will work with Hiko if necessary to help him improve attendance. But if his attendance does not improve, we will have to consider termination of employment.

Question: Has the employee been warned previously about this issue AND/OR has the issue been raised in the performance review process? (Please indicate how the issue has been raised (e.g., performance review, oral warning, written warning), on what date and by whom.)

Manager:

Answer: Hiko has had several excuses for missing time and has been warned in email (4/20/22) and personal conversation on 4/20/22 and 5/21/2022.

Supporting Documents

test.txt

Process History

Chris Beamer
Complete Manager Evaluation for Emergency Action - Pending action

Submit Save for Later

Complete To Do

Schedule Performance Review Meeting

...

1 second(s) ago

Effective 07/01/2022

For

Niko Ma

Overall Process

Written Warning - 06/05/2022 - 4: Niko Ma

Overall Status

In Progress

Instructions

Please schedule a face to face meeting with your employee to discuss the contents of this check-in. You may print out a copy of the review in advance of and to prepare for your meeting. **Important:** Once you click Submit that you have completed the task of scheduling the meeting, the contents of this check in will be visible to the employee. Plan accordingly! We recommend that you meet with the employee **BEFORE** you click this Submit button to avert unexpected employee access to the check in contents and comments.

You will receive a task in your Workday Inbox indicating you should schedule a meeting with your employee to discuss the contents of the disciplinary action.

IMPORTANT!! As soon as you click SUBMIT your employee will be able to VIEW and PRINT the disciplinary action so plan accordingly!! DO NOT click SUBMIT on this step until after you have met with the employee.

After the manager clicks SUBMIT, the employee receives notice about the written warning and has a task in their inbox to acknowledge the warning.

Inbox

Actions

Archive

Viewing All

Sort By: Newest

Manager Evaluation: Written Warning - 06062022 - 4: Niko Ma

33 second(s) ago - Effective 07/01/2022

Change Benefits for Life Event

3 month(s) ago - Due 06/26/2022; Effective 06/24/2022

Complete Remote Form 1-9: Niko Ma

3 month(s) ago - Effective 06/24/2022

Provide Employee Review Comments

Manager Evaluation: Written Warning - 06062022 - 4: Niko Ma

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🔗

Evaluated By

Cindy Bessmer

Disciplinary Action Reason

Absenteeism (United States of America)

Review Period

04/01/2022 - 07/01/2022

33 second(s) ago - Effective 07/01/2022

This is an acknowledgement that the above warning has been reviewed with me, that I understand it, and that I have received a printed copy of this warning and any accompanying documents. If satisfactory changes do not occur, I understand that there may be further disciplinary action up to and including termination of my employment.

Get Started

From the employee perspective, they may view the summary, add in their own comments ,and acknowledge the warning .

Provide Employee Review Comments

Manager Evaluation: Written Warning - 06062022 - 4: Niko Ma

04/01/2022 - 07/01/2022
Evaluated By: Cindy Bessmer

Summary

Acknowledgement

Summary

Acknowledgement

Disciplinary Action Information

Disciplinary Action Reason Absenteeism (United States of America)

There are multiple choices for the acknowledgement including the option to indicate you do not agree with the warning but acknowledge receipt of it.

Acknowledgement

Employee

Status *

Comment

enter your comment

Process History

Cindy Bessmer Completed 6 minutes ago

A new tab for disciplinary actions will now be displayed under the Performance tab on the employee's profile. The employee may create a pdf copy of the warning.

Niko Ma

Systems Administrator

Actions

Team

Summary

Overview

Contact

Personal

Compensation

Benefits

Pay

Time Off

Performance

Individual Goals

Archived Goals

Development Items

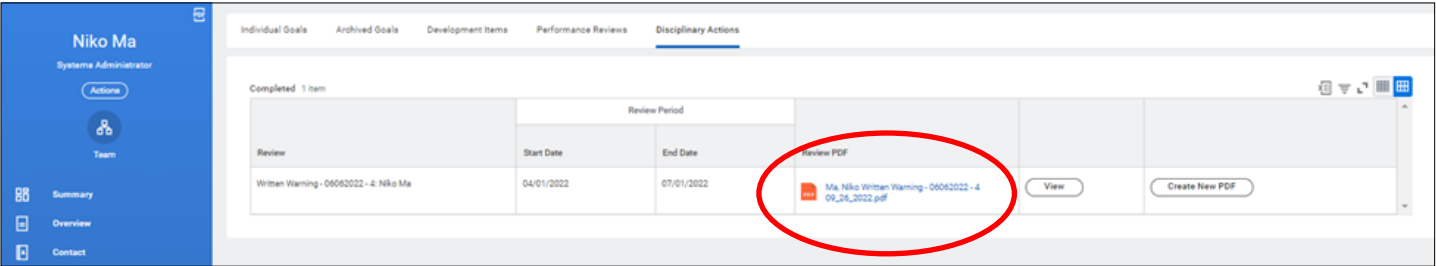
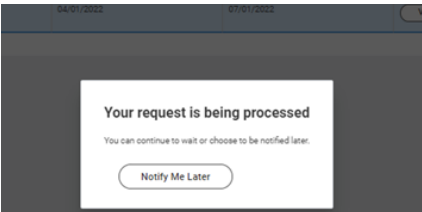
Performance

Disciplinary Actions

Completed 1 item

Review	Review Period		View	Create New PDF
	Start Date	End Date		
Written Warning - 06062022 - 4: Niko Ma	04/01/2022	07/01/2022		

To print a copy of the warning click on Create New PDF. This may take a few minutes and a screen will pop up indicating your request is being processed . When the pdf has been generated you will be able to click on it



Written Warning - 06062022 - 4
Organization: Museum of Art (Anne C Goodyear, Frank H Goodyear)
Location: Maine
04/01/2022 - 07/01/2022

Ma, Niko
Systems Administrator
Manager: Anne C Goodyear
Evaluated By: Cindy Bessmer

Disciplinary Action
Reason: Absenteeism (United States of America)
Related Disciplinary Actions:

Acknowledgement
Manager
Entered by: _____ Date: _____
Status: _____
Comment: _____
Employee
Entered by: Niko Ma Date: 09/26/2022
Status: _____
Comment: This warning has been discussed with me by my supervisor. I understand the contents and I acknowledge and understand the corrective actions required. I also acknowledge and understand the consequences of non-compliance.
I will try to improve my attendance starting immediately.

Nature of Incident or Pattern of Behavior
Describe the nature of the incident or pattern of behavior (please note specifics, frequency, and impact of behavior, as well as relevant College policy. Attach additional documentation if necessary.).

Manager Evaluation
Response: Niko has really been absent a lot over the last three months. We have noticed a pattern of absences using sick time-- many of them falling on Thursday and Friday or on Mondays. He has missed a total of 11 days and 9 of those fell on Friday or Monday. On two occasions when we tried to reach him in emergency situations, he did not answer our calls. He virtually has no sick time available now -- less than 8 hours.

Please list expected changes in employee behavior and/or performance:

Manager Evaluation
Response: Although the museum is not open on Mondays, that is when we have the most uninterrupted blocks of time for projects. We would ask that Niko give as much advance notice as possible if he is going to be absent. It is impossible to gauge when you will be sick, but it is challenging to have so many sick days on Fridays when other employees have scheduled vacation time off. It leaves us woefully understaffed. I would expect that Niko would start to build up his sick bank again if possible

What is the time frame for demonstrated improvement or remediation?

performance review process?
(Please indicate how the issue has been raised (e.g., performance review, oral warning, written warning) on what date and by whom.)

Manager Evaluation
Response: Niko has had several excuses for missing time and has been warned in emails (4/20/22) and personal conversation on 4/30/22 and 5/21/22.

Provide Manager Review

Comments

Manager Evaluation: Written Warning - 06/06/2022 - A: Niko Ma

04/01/2022 - 07/01/2022

Evaluated By: Cindy Besmer

Summary

Acknowledgement

Acknowledgement

Manager

Status

I acknowledge that I have discussed this issue directly with the employee.

Comment

Normal

I have every hope that Niko will take this warning to heart and improve his attendance.

enter your comment

View Comments (2)

Process History

Employee

Status

This warning has been discussed with me by my supervisor. I understand the contents and I acknowledge and understand the corrective actions required. I also acknowledge and understand the consequences of non-compliance.

Comment

I will try to improve my attendance starting immediately.

Acknowledged By

Niko Ma

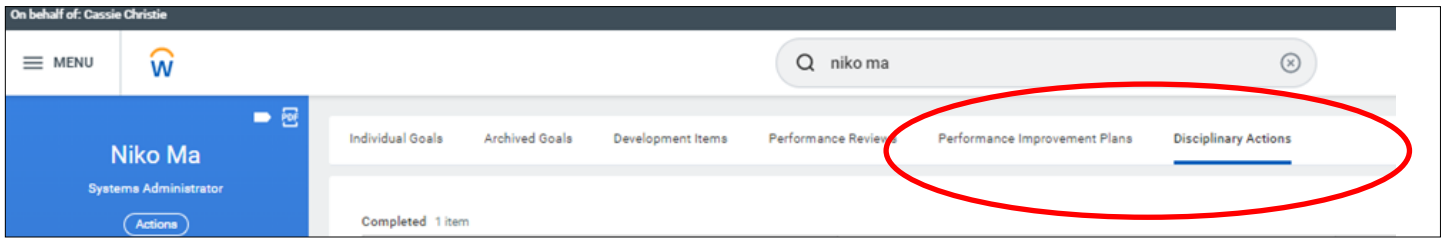
Acknowledgement Date

09/26/2022 04:43 PM

Once the employee has acknowledged the warning, the manager also must acknowledge that they have provided documentation and met with the employee to discuss. The employee and manager acknowledgements appear at the top of the printed version.

PRINTING A DISCIPLINARY ACTION WHILE IT IS IN PROCESS (NOT FINALIZED)

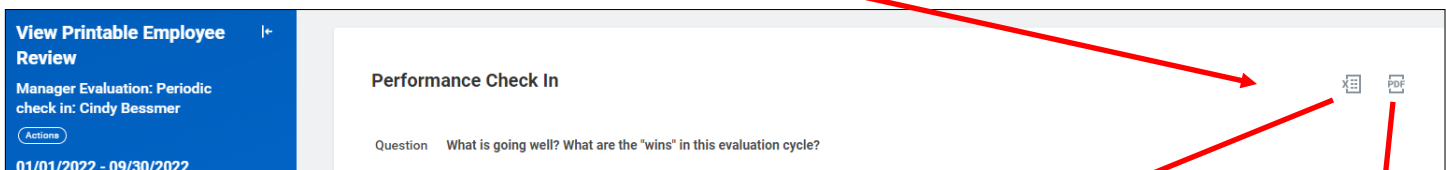
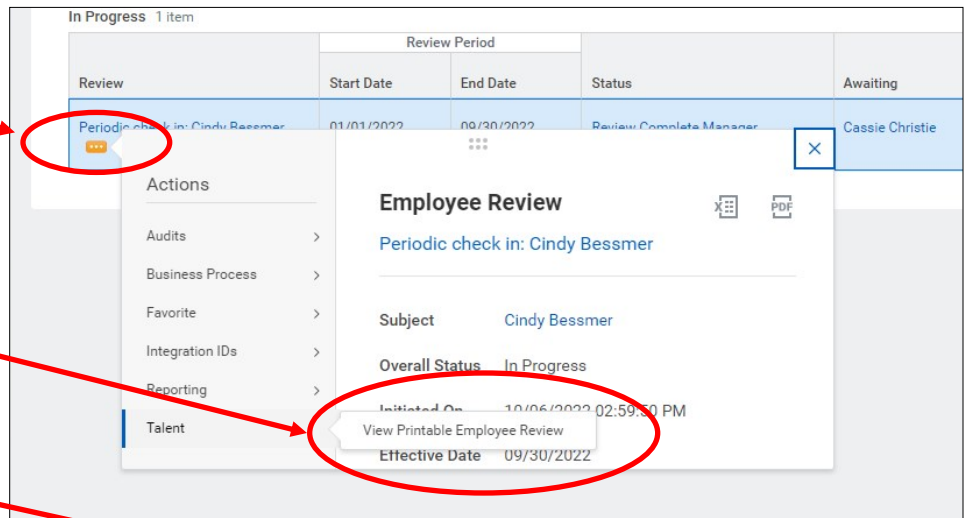
Employee and managers may craft their responses to questions outside of Workday and then copy and paste them in, or may respond directly in Workday. In order to print responses before the check in is completely finalized, follow these steps. Navigate to the Performance tab and locate the check-in in progress.



Click on the related actions ellipsis (...) next to the action in process to reveal another menu.

Click on the Talent tab to reveal the option "View Printable Employee Review."

When you click on the Printable option, you have the option of printing an Excel file or a pdf.



EXCEL FORMAT

PDF FORMAT

	A	B	C	D	E	F
1	Performance Check In					
2	Save for Later					
3	Question	What is going well? What are the "wins" in this evaluation cycle?				
4	Manager					
5	Answer	Manager response				
6	Employee					
7	Answer	Employee self-reflection				
8	Question	What didn't turn out for you?				
9	Manager					
10	Answer	Manager response				
11	Employee					
12	Answer	Employee self-reflection				
13	Question	What else is going on?				

Performance Check In

11:54 AM
10/28/2022
Page 1 of 3

Question
What is going well? What are the "wins" in this evaluation cycle?

Manager

Answer
Manager response

Employee

Answer
Employee self-reflection