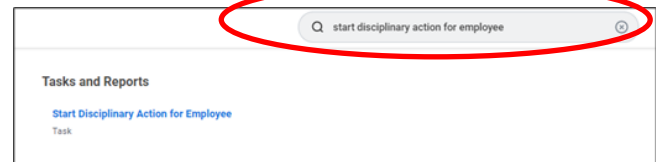# DISCIPLINARY ACTIONS - WARNINGS

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.
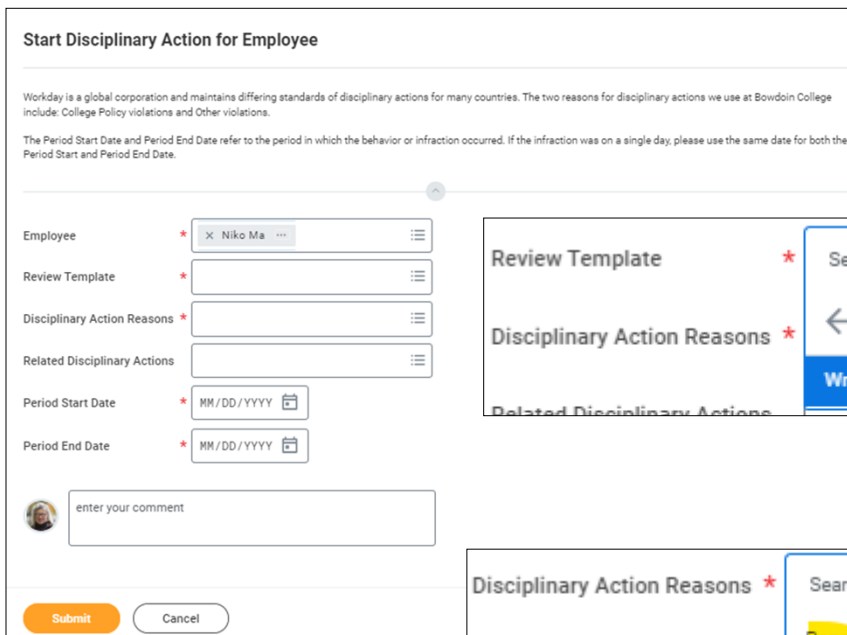

Type in

- The Employee Name

- Review template > Written warning

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

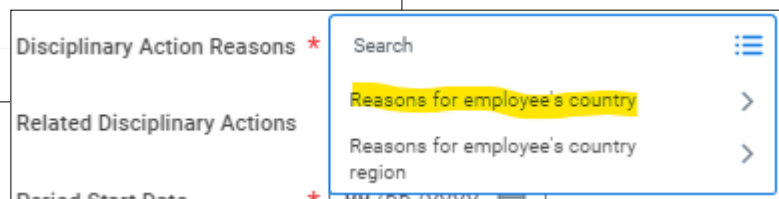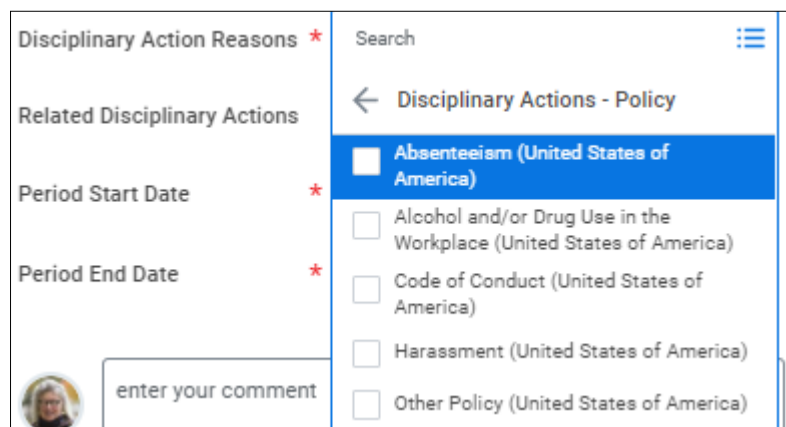- Indicate whether the warning is due to one of four common policy violations (absenteeism, alcohol or drug use in the workplace, code of conduct violation, or harassment) or other reason.

- 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.

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.

Nature of Incident or Pattern of Behavior

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

- Details of the nature of the 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 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.

- Expected changes in employee behavior or performance

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

- Timeframe for demonstrated improvement

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

Manager

Answer Immediate.

- Consequences for non-improvement

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.

- Have there been previous warnings about the behavior or performance

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.

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.

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

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

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.

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

Your request is being processed
You can continue to wait or choose to be notified later.
Notify Me Later

Niko Ma
Systems Administrator
Actions
Team
Summary
Overview
Contact

Individual Goals | Archived Goals | Development Items | Performance Reviews | Disciplinary Actions

Completed 1 item

	Review Period		
Review	Start Date	End Date	Review PDF
Written Warning - 06062022 - 4: Niko Ma	04/01/2022	07/01/2022	Ma, Niko Written Warning - 06062022 - 4 09_26_2022.pdf	View	Create New PDF

Written Warning - 06062022 - 4

Organization: Museum of Art (Anne C Goodyear, Frank H Goodyear)

Ma, Niko
Systems Administrator

Location: Maine
04/01/2022 - 07/01/2022

Manager: Anne C Goodyear
Evaluated By: Cindy Bessmer

Disciplinary Action

Reason: Absenteeism (United States of America)

Related Disciplinary Actions:

Acknowledgement

Manager   Date:

Entered by:

Status:

Comment:

Employee   Date: 09/26/2022

Entered by: Niko Ma

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.

I will try to improve my attendance starting immediately.

Comment:

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 5/21/2022.

ccur:

attendance. But if his attendance does not ment.

AND/OR has the issue been raised in the

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.

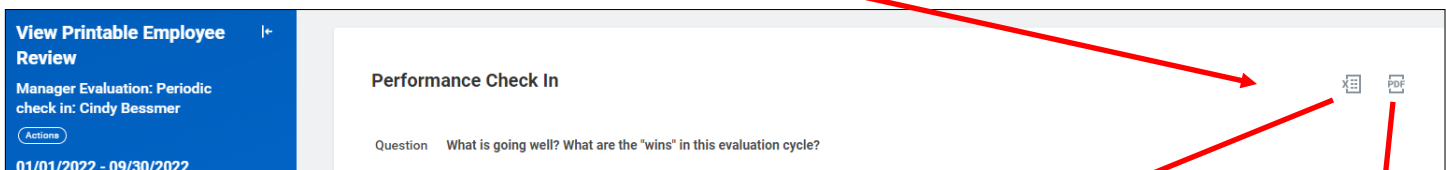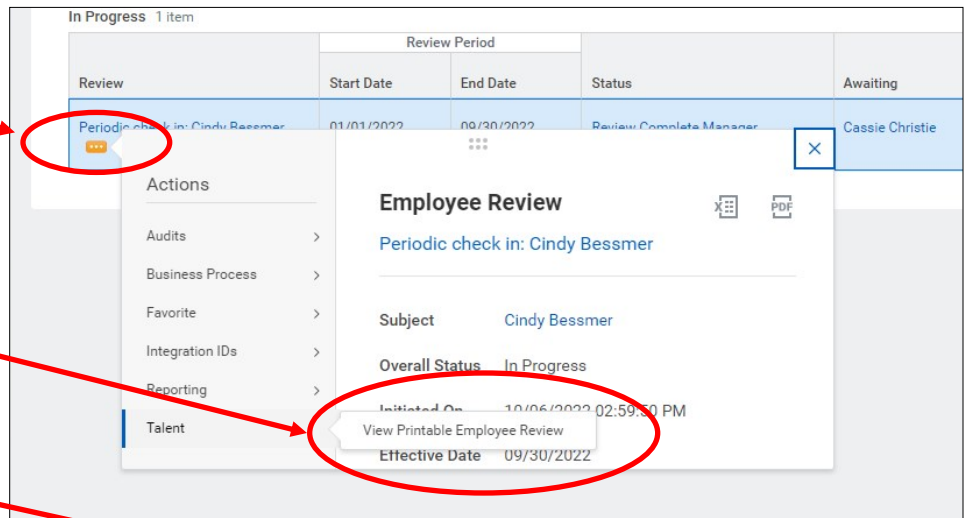**PRINTING A DISCIPLINARY ACTION WHILE IT IS IN PROCESS (NOT FINALIZED)**

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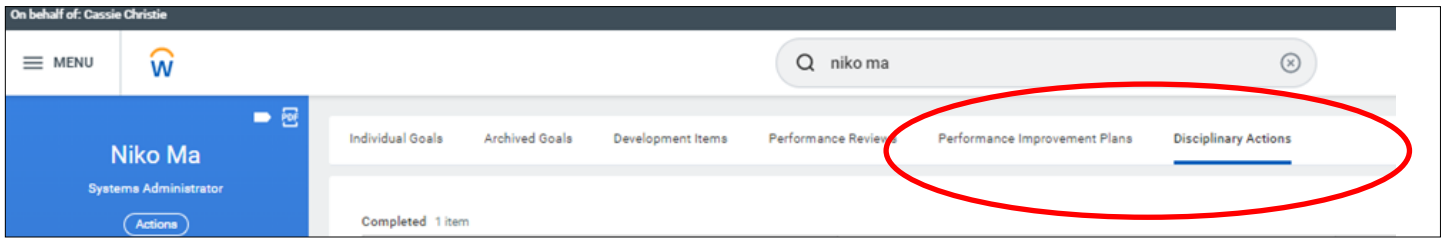
Click on the related actions ellipsis (…) next to the action in process to reveal another menu.

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