Disciplinary Standard

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1.1. Introduction

Disciplinary Standard is ideally suited for recording events where the disciplinary action was swift and decisive and where no further repercussions are expected. It is essentially a simplified way to record any disciplinary events.

The Disciplinary Standard leg of the module is used to record disciplinary actions that were taken against employees. It does not require the user to record the employee’s offence in as much detail as the Disciplinary Advanced approach.



1.2. Add a Record

Navigation

To navigate to the module, select Manage Employees then search for the employee. From there, select action then view/edit. Navigate to the employee relations item | Disciplinary Standard | Details

To add a record, click on the “Add” button. This will open the “Details Window.” Once this window has loaded, complete the applicable information:

- Short Description of Disciplinary Action: This short description should guide any user in identifying the Disciplinary Action (e.g. Verbal warning for arriving late).
- Date of Disciplinary Action: Click on the calendar icon to select the date upon which the disciplinary action was taken.
- Expiry Date: If the disciplinary action has an expiry date, click on the calendar icon to select the date upon which the disciplinary action will expire.
- Action Taken: A full description of the action taken should be provided here.

- Case Number: The case number or reference number for the disciplinary action – usually this is provided from the HR Manager or the General Manager.
- Description of Disciplinary Action: This is an open field that allows the user to type a full description of the action taken against the employee.

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