

Disciplinary Letters Checklist

In your Oral Warning confirmation did you...?

- Include the date when oral warning was administered
- Reference the past feedback and coaching/training the staff member received
- Describe the performance expectations or the actions the staff member needs to take to improve performance
- Note that this is the first step in the disciplinary process
- Note that continued unsatisfactory performance and failure to consistently meet all the performance expectations for the position may result in further disciplinary action, up to and including termination of employment

In your Written Warning letter did you...?

- **Consult with Staff and Labor Relations (215-898-6093) or your school/center human resources professional before issuing a written warning to the staff member**
- Reference the past feedback and coaching/training the staff member received (include dates or timeframe)
- Reference any past documentation (including disciplinary letters) given to the staff member about performance (include dates or timeframe)
- Describe the unsatisfactory performance – Give examples of unsatisfactory performance to help the staff member understand what needs improvement
- Describe the performance expectations or the actions the staff member needs to take to improve performance
- Note that continued unsatisfactory performance and failure to consistently meet all the performance expectations for the position, may result in further disciplinary action, up to and including termination of employment
- Advise the staff member that he or she may seek assistance from Staff Relations or your school/center Human Resources professional, and list the appropriate contact information
- Copy the letter to the Division of Human Resources/Staff and Labor Relations or to your school/center human resources professional

In your Probation Letter did you...?

- **Consult with Staff and Labor Relations (215-898-6093) or your school/center human resources professional before issuing a written warning to the staff member**
- Include the same items outlined above for inclusion in the written warning **AND**
- Designate the time period of the probation
- Give the date of follow-up review
- Note that continued unsatisfactory performance and failure to consistently meet all the performance expectations for the position, during or after the probation period, may result in further disciplinary action, up to and including termination of employment
- Copy the letter to the Division of Human Resources/Staff and Labor Relations or to your school/center human resources professional