

Lesson: 11363**Title: Disciplinary Action Process****Process:** Disciplinary Action Process**Objective:** Update Disciplinary Action Process

Track Labor Relations			
1.1.3.6.3 Disciplinary Action Process			
Roles	Transaction	Approval Workflow	Deny Workflow
*Manager or Supervisor	Completes online Disciplinary Action form Receive email notification with final resolution		
*Administrative Official	Completes online Disciplinary Action form Validate Disciplinary Action form Approve or Deny Disciplinary Action Request Receive email notification with final resolution	Approve Disciplinary Action request	Deny Disciplinary Action and add a reason Send back to Manager
Employee Relations Officer	Review Disciplinary Action Request Approve or Deny Disciplinary Action Request	Approve Disciplinary Action request Record Disciplinary Action information Update Disciplinary Action with steps and final resolution	Deny Disciplinary Action and add a reason Send back to Manager
Employee Services Manager/ Analyst	Update Job Information, if applicable Receive email notification with final resolution		
Class and Salary Manager/ Analyst	Update Employee Compensation, if applicable Receive email notification with final resolution		
Inputs:	Disciplinary Action request		
Outputs:	Final Disciplinary Action request		
* Initiates process			

Process Details

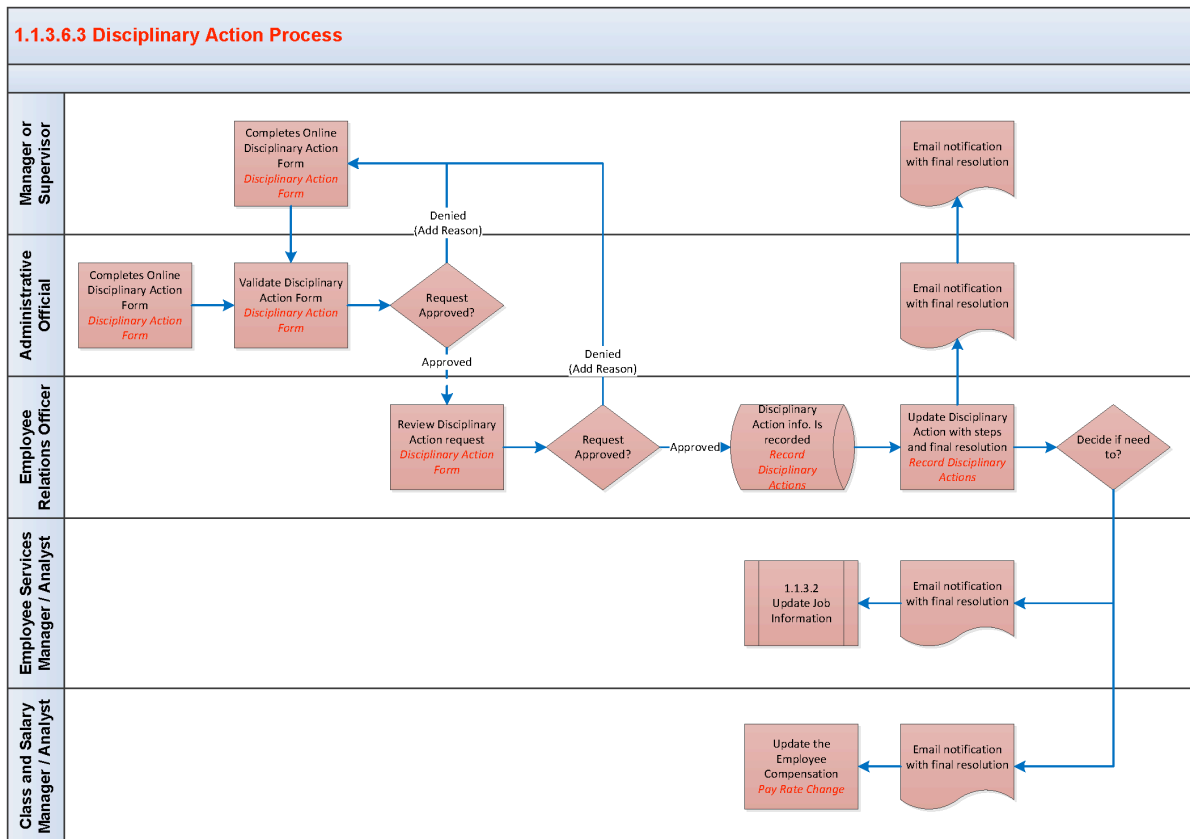
Manager or Supervisor completes an online Disciplinary Action form and sends it to the Administrative Official to start the approval process. If approved, the Manager or supervisor will receive an email notification with the final resolution.

Administrative Official completes an online Disciplinary Action form and sends it to the Employee Relations Officer for approval. If denied, a reason is commented and the Disciplinary Action is sent back to the Manager or Supervisor. If approved, the request is sent to the Employee Relations Officer for approval. When the approval process is complete, the Administrative Officer will receive an email notification with the final resolution.

Employee Relations Officer reviews and approves or denies the Disciplinary Action request. If denied, a reason is commented and the Disciplinary Action is sent back to the Manager or Supervisor. If approved, the information is recorded and updated with the steps and final resolution. The Administrative Officer will receive an email notification with the final resolution.

Employee Services Manager/ Analyst receives an email notification with the final resolution if the Employees Job information needs to be updated.

Class and Salary Manager/ Analyst will receive an email notification with the final resolution if the Employees Compensation needs to be updated.



Process Exceptions and Errors: TBD (here we include any errors users may encounter)

Knowledge and Skill Level: Each role has a certain level of responsibility in the process. Employees should aim at understanding the processes per their role and become skillful in applying their knowledge to complete transactions efficiently and with minimal errors. To guide you in understanding what your level of knowledge and skill to aim for based on your role refer to the table below. Also, below, is a table with descriptions for each level.

Track Labor Relations	1 = Fundamental
Disciplinary Action Process	2 = Intermediate
	3 = Comprehensive
Roles	Knowledge and Skill Level
Manager or Supervisor	3
Administrative Official	2
Employee Relations Officer	2
Employee Services Manager/Analyst	3
Class and Salary Manager/Analyst	1

Level	Description
1	Fundamental – high-level understanding of process, basic ability to do tasks in CONNECT with some or no support, and may refer to a liaison for assistance.
2	Intermediate – full understanding of their individual role functions within a process and is proficient enough to operate effectively under minimal assistance. Has understanding of previous process tasks performed and the impact downstream.
3	Comprehensive – full understanding of process, related roles, activities and tasks performed to complete the process. Comprehensive ability of role functions within the process with no assistance. Ability to perform other tasks related to other roles within the process.