

## Division of Agriculture Disciplinary Actions

In certain situations, it may be appropriate for a Manager to initiate a Disciplinary Action in Workday™. Disciplinary Actions should specifically address deficiencies including, but not limited to, unacceptable job performance, unacceptable or uncooperative behavior, lack of dependability, misconduct, misuse of time or equipment, or infraction of rules, regulations, or policies.

Initial Disciplinary Actions can usually be categorized in Workday as either Counseling (Verbal or Written) or as a Warning (Verbal or Written). These options are available under the Review Template section of the Disciplinary Action in Workday and may be used to document deficiencies that are less severe.

If a Disciplinary Action is more severe in nature, the Manager can categorize the Disciplinary Action as a Reprimand or a Suspension. Employees who receive a Reprimand in Workday during the twelve-month rating period covered by their evaluation may not be eligible for a merit increase. In certain situations, a Suspension (with or without pay) may be the appropriate disciplinary action, as when it is in the best interest of the organization not to have the employee present while an investigation is being conducted. It is recommended that for more severe disciplinary cases that Human Resources and General Counsel be consulted.

The [Start and Complete a Disciplinary Action](#) Quick Reference Guide provides detailed instructions on initiating the Disciplinary Action process in Workday.

### What to Include

All Disciplinary Actions should include the following information:

- A summary of the incident and unacceptable behavior/performance
- Impact of the incident on others or the workplace
- Expectations of future behavior/performance
- Related policies or guidelines violated
- Consequences for future violations

### Dismissal for Cause

In certain situations, immediate dismissal for cause may be the appropriate action. Managers must consult with the Assistant Vice President & Chief Human Resources Officer prior to initiating a dismissal for cause.

An employee who is dismissed for cause may be discharged immediately without the benefit of advance notice. When an employee is dismissed for cause, a written statement of the reason(s) for dismissal and an explanation of the appeal process is given to the employee.

Employees dismissed for cause may appeal the decision to the appropriate Sr. Associate Vice President's office within five (5) working days of receiving notice of the dismissal.