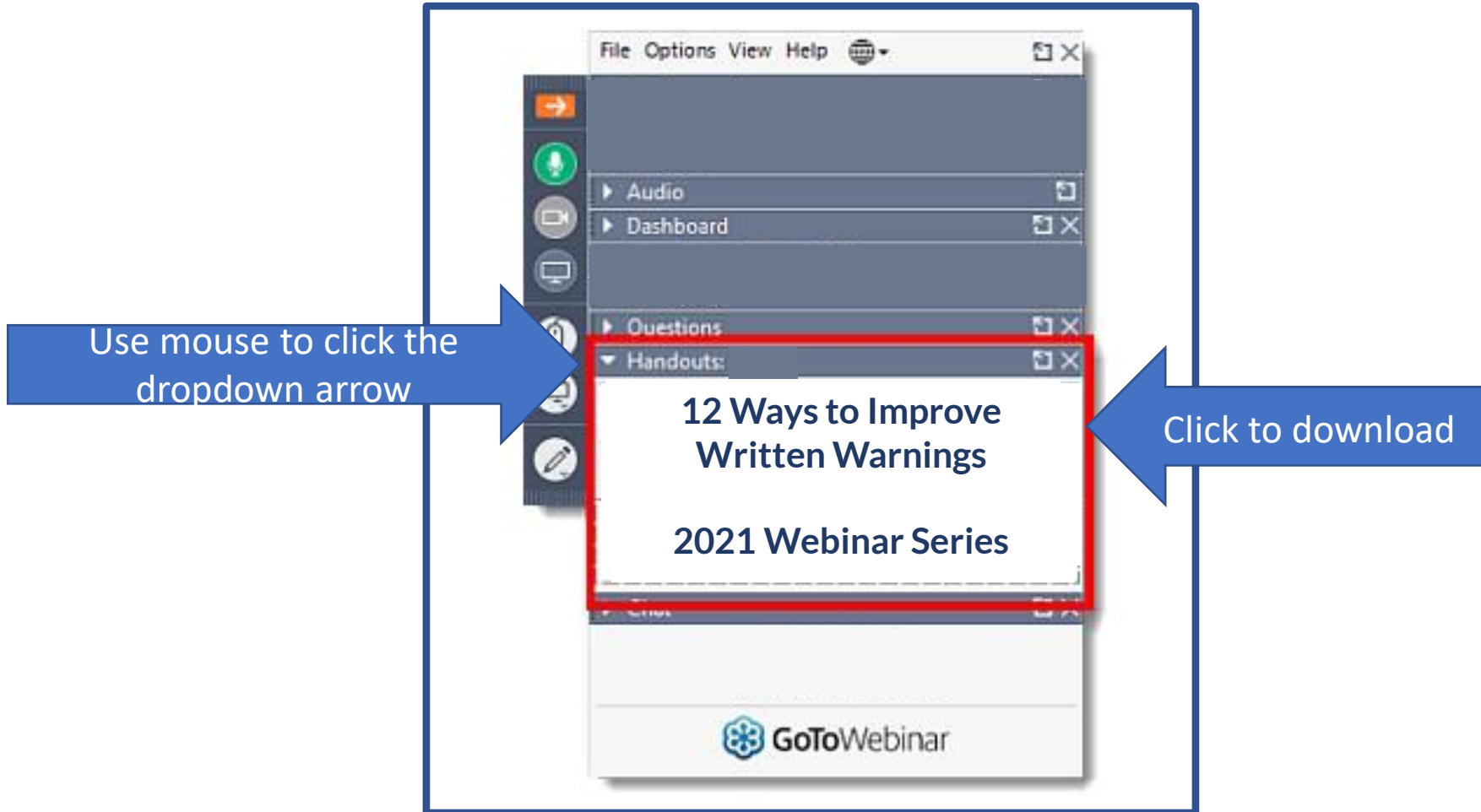


Download Your Handout



WELCOME!



12 Ways to Improve Written Warnings



ellis PARTNERS IN
MANAGEMENT SOLUTIONS
edge2learn

**Presented by:
Susan Weston**



Your Webinar Today is Presented by Ellis, Partners and Edge2Learn



ellis | PARTNERS IN
MANAGEMENT SOLUTIONS

ellis | PARTNERS IN
MANAGEMENT SOLUTIONS

www.epmsonline.com

www.edge2learn.com

edge2learn

Thank you for joining us today!

Want to learn more?



Pam Pederson

Director of Engagement and Communications

Edge2Learn

ppederson@edge2learn.com



Today's Presentation!



Meet Your Speaker: Susan Weston

- **Susan Weston Company President**
- **CAM, CAPS Certified**
- **Over 30 Years Executive Capacities**
- **SME and Senior Faculty for NAAEI**
- **Licensed Texas Real Estate Broker**



12 Ways to Improve Written Warnings and Manage Team Members Better

Don't let poorly written warnings haunt you!



Red Flags!

- “Insubordination” or “falsification of records with no specifics
- Too much information that doesn’t even relate to the behavior

WHAT HAPPENS?

Employees get confused and plaintiff attorneys get excited!



Do You Have System Codes for Performance?

Code	Description	
TER1	Absenteeism	Remove
TER10	Theft	Remove
TER11	Layoff	Remove
TER12	Management Change	Remove
TER2	Insubordination	Remove
TER3	Poor Work Performance	Remove
TER4	Poor Work Habits	Remove
TER5	Tardiness	Remove
TER6	Did Not Follow Policies	Remove
TER7	Death	Remove
TER8	Misconduct	Remove
TER9	Inappropriate Behaviour	Remove
VOL1	Return to School	Remove
VOL10	Declined to State	Remove
VOL11	Abandonment of Job	Remove
VOL12	Quit W/O Notice	Remove
VOL13	Retired	Remove
VOL2	Disliked Job	Remove
VOL3	Disliked Supervisor	Remove
VOL4	Did Not Return from LOA	Remove
VOL5	Failing Health	Remove
VOL6	Child Care Issues	Remove
VOL7	Another Job	Remove
VOL8	More Money	Remove
VOL9	Relocated	Remove
		Add

The Better Solution



1. Be Specific about the Offending Conduct



2. Provide the Real Reason for the Warning, not the Reason that Sounds Better!



3. Connect the Employee's Conduct to Your Company Policies



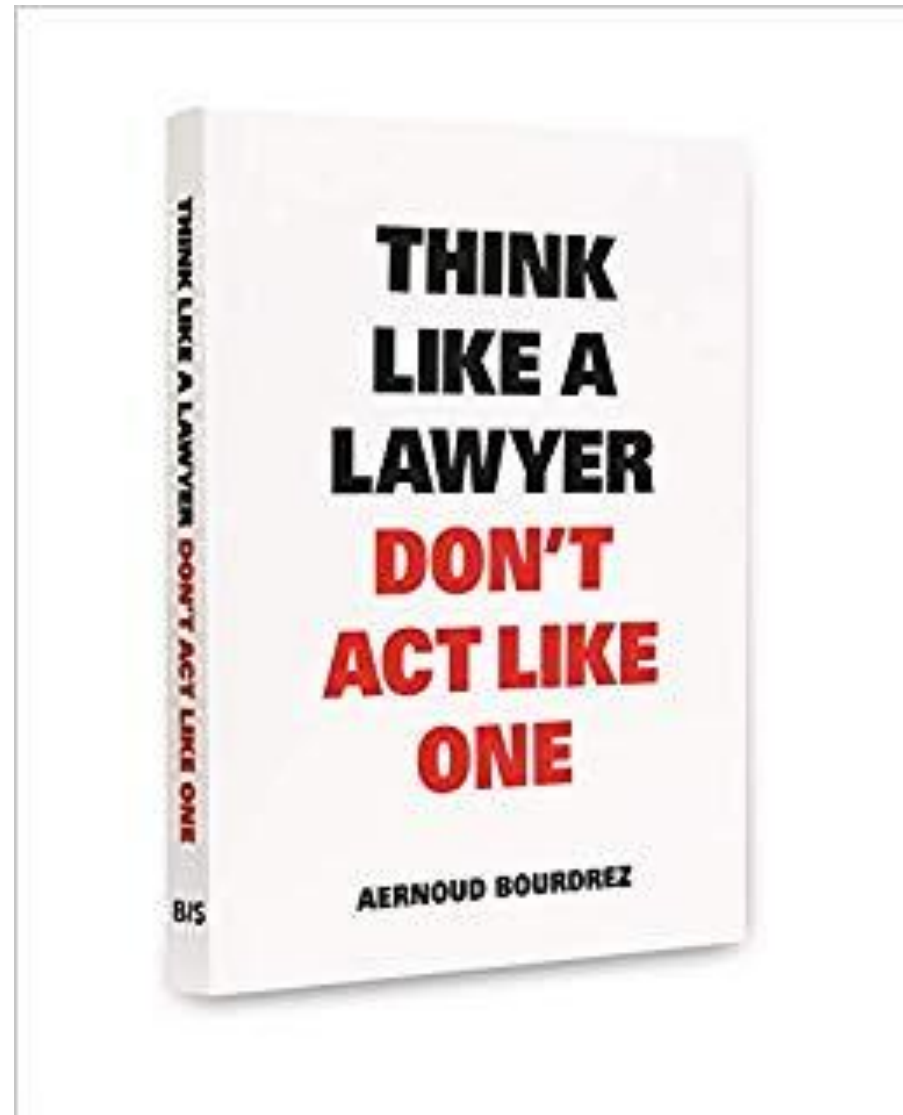
4. Describe the Impact of the Policy Violation



5. Avoid Unneeded Commentary



6. Avoid Legal Conclusions



7. Don't Attach Supporting Documents



8. Mention Previous Verbal or Written Warnings



9. Issue Written Warnings Promptly



10. Follow Through with the Steps Outlined in the Warning



11. Give the employee the opportunity to provide a Written Response



12. Ensure Consistency



Employee Data

Clock or Payroll No.:

Date of warning: Date of violation: Time of violation: ☐ AM
 / / / / : ☐ PM

Employee's Signature: _____ Date: _____

- ☐ Absenteeism
- ☐ Carelessness
- ☐ Clocking Out Early
- ☐ Clocking Wrong Time Card
- ☐ Disobedience
- ☐ Failure to Follow Instructions
- ☐ Intoxication or Drugs
- ☐ Rudeness to Customers
- ☐ Tardiness
- ☐ Unsatisfactory Work Quality
- ☐ Violation of Company Policies
- ☐ Violation of Safety Rules
- ☐ Willful Damage to Equipment
- ☐ Working on Personal Matters
- ☐ Wrongful Conduct
- ☐ Other: _____

Turn a Warning into a Chance to Improve





Upcoming Webinars 2021

Up Next: 5/20/21 at 1:00 PM CST

Cybersecurity Awareness

Learn the Do's and Don'ts and
Become a Human "Firewall"

with Travis Street

Register:

edge2learn.com

epmsonline.com

edge2learn

www.edge2learn.com



Questions?

From All of Us at Ellis and Edge2Learn

