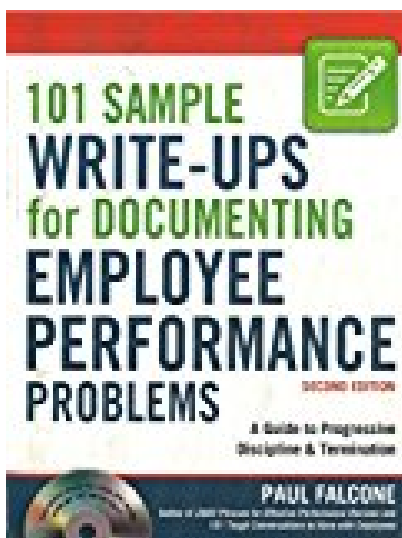


101 Sample Write-Ups for Documenting Employee Performance Problems A Guide to Progressive Discipline & Termination Agency Distributed



BOOK DETAILS

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BOOK SYNOPSIS

There's no escaping problem employees. But with 101 prewritten disciplinary write-ups at a manager's fingertips, there is a way to escape the headaches, anxiety, and potential legal trouble of performance review or counseling sessions. Completely updated and covering the latest developments in employment law, the second edition of *101 Sample Write-Ups for Documenting Employee Performance Problems* explains the disciplinary process from beginning to end and provides ready-to-use model documents—that eliminate the stress and second-guessing about what to do and say. Expertly written, the write-ups cover every kind of problem—substandard work quality, absenteeism, insubordination, e-mail misuse, sexual harassment, drug or alcohol abuse, and more. Readers will also find new information on laying the ground work for a tidy dismissal; tying progressive discipline to annual performance reviews; formally addressing intermittent FMLA abuse; ways to avoid drafting documentation that could later be used against their company; and much more. There is perhaps no more dreaded managerial task than communicating with an employee about a disciplinary problem, but this one-of-a-kind guide helps managers handle any scenario fairly, constructively, and, most importantly—legally.

101 SAMPLE WRITE-UPS FOR DOCUMENTING EMPLOYEE PERFORMANCE PROBLEMS A GUIDE TO PROGRESSIVE DISCIPLINE & TERMINATION

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