

ADMINISTRATIVE NOTE

The maintenance of proper records

In administering discipline, supervisors and authorized managers must maintain clear and concise documentation. As all disciplinary action depends in part on the past performance of an employee, proper records are essential to arriving at a fair, just and consistent decision. Furthermore, grievances arising from disciplinary action may ultimately involve third-party adjudication, in which instances management records will be required to justify the disciplinary action taken. Full documentation is a vital element in producing a defensible administration of the disciplinary system.