Pre-Discipline Process Guide

Consult with ER as needed throughout the process

RIVCO 1HR employee relations

Employee Issue

Notify Chain of Command

Pre-Discipline

Is there an applicable department policy that governs?

Yes

Attach Policy

No

Has the EE been placed "on notice" by DM or Verbal Counseling WITHIN THE LAST 12 MONTHS?

No

Issue DM

Yes

Has the EE been issued a CM within the Last 12 Months?

No

Issue a CM

Yes

Was the EE issued a CCCM?

Yes

Contact Employee Relations

No

Issue a CCCM