# COACHING NOTICES, DISCIPLINARY NOTICES, AND REQUEST FOR TERMINATION

#### COACHING NOTICE (MANAGER: INITIATE COACHING NOTICE)

- 1. In the search bar, type **Start Disciplinary**. Select **Start Disciplinary Action for Employee**.
- 2. Select the **Employee**. Select **Coaching > Coaching Notice**.
- 3. For Disciplinary Action Reasons, select Reasons for Employee's Country > United States of America > Coaching > Coaching (United States of America).
- 4. Under **Related Disciplinary Actions**, select if there are any prior related notices.
- 5. For **Period Start Date**, enter today's date. For **Period End Date**, enter the day before two years from today because coaching and disciplinary notices are on a rolling 24-month period (ex. coaching starts on 8/25/2021 and ends on 8/24/2023).

N Q start di	× Em	iployee *	× Jay Adams …	=	
Start Disciplinary Action for Employee	Rev	view Template 🛛 \star	× Coaching Notice …	i=	
Employee * X Jay Adams	🗉 🖉 Dis	sciplinary Action Reasons *	Dearch		
Review Template * × Coaching Notice	E Rel	lated Disciplinary Actions	← Reasons for employee	s country	
Related Disciplinary Actions	i≣ Pei	riod Start Date *	United States of America	>	
Period Start Date * 09401/17997	Pei	riod End Date *	MM/DD/YYYY 同		
				_	
isciplinary Action Reasons * Search		:≡ Disciplinary	Action Reasons * Searc	:h	
elated Disciplinary Actions	tates of America	Related Disc	iplinary Actions	Coaching	
		>			10.00
eriod Start Date *				Coaching (United States of An	nerica









6. Launch the coaching notice by clicking **Open** from the dialog box or going to your **Inbox**. Click **Get Started** or **Next** to begin.

<b>Complete Manager Evaluation</b>	Manager Evaluation: Coaching Notice: Jay Adams 🚥
23 second(s) ago - Due 08/18/2021; Effective 02/28/2021	Review Period 02/01/2021 - 02/28/2021
	Disciplinary Action Information ~
Disciplinary Action Information	
Disciplinary Action Reason	
Coaching (United States of America)	
Next	





Your screens and processes may vary from this document.  $\ 2$ 



7. Click the **Edit** (pencil) icon to provide constructive feedback that identifies the attendance, behavioral, or performance issues. When finished, click **Next**.

Disciplinary Action Information	Question Constructive Feedback: Be specific, describing the	e job responsibilities
Additional Documents Summary	or behavior that needs to change and how the emp change to meet expectations. (Note: Employee co sidered a level of formal discipline. However, an en meet and sustain acceptable performance or beha formal disciplinary action in the future.)	oloyee needs to paching is not con- mployee's failure to avior may result in
	Manager Evaluation	L.
	Answer *	
Question	6 /	
Question Constructive Feedback: Be ilities or behavior that need needs to change to meet e ing is not considered a leve employee's failure to meet or behavior may result in fo Manager Evaluation	e specific, describing the job responsib- ds to change and how the employee xpectations. (Note: Employee coach- el of formal discipline. However, an and sustain acceptable performance ormal disciplinary action in the future.)	
Question Constructive Feedback: Be ilities or behavior that need needs to change to meet e ing is not considered a lev employee's failure to meet or behavior may result in for Manager Evaluation Answer *	e specific, describing the job responsib- ds to change and how the employee xpectations. (Note: Employee coach- el of formal discipline. However, an and sustain acceptable performance formal disciplinary action in the future.)	

8. Click Add to upload attachments, if needed. Click Next.

pptional: Add supporting documents, if needed.	
Aanager	
	Drop files here
	or
	Select files







9. Review the notice and click **Submit** when ready to route to HR.



- 10. If HR has concerns about the notice, the HR consultant will send it back forrevisions. Launch the item from your **Inbox** and click **Get Started** to get started.
- 11. To see comments from HR, navigate to the **Review** page.

HR Consultant says, "Subjective language." Approval by HR Partner (Local)– Sent Back	Due 08/17/20
Manager Complete Manager Evaluation for Disciplinary Action– Awaiting Action	Due 08/18/20

12. Navigate to the appropriate section(s) of the notice to make revisions. Once finished, click **Submit** to route back to HR for approval.





#### MANAGER'S MANAGER: APPROVE COACHING NOTICE

Once approved by HR, the coaching notice will go to the manager's manager for review and approval.

From the Home page:

- 1. Open the coaching notice in your **Inbox**.
- 2. Click **Approve** to advance the notice or **Send Back** to route the notice back to the manager for changes.

#### HR: CONFIRM MEETING IS SCHEDULED

Once approved by the manager's manager, HR will complete a **To-Do** to confirm that the manager has schedule a meeting with the team member to deliver the notice. HR will note the date of the meeting in the **Comment** text box.

#### MANAGER: DELIVER COACHING NOTICE

- 1. Click the **To-Do** in your **Inbox** to complete it.
- 2. Click **Submit** to indicate that you have met with the team member. Do not click **Submit** until you have met with the team member.

Actions Archive	Complete To Do
Viewier All	Please confirm you have met with the employee to go over the notice.
Viewing, All	3 minute(\$) ago - 200 09/17/2021: Effective 02/28/2021
Please confirm you have met with the employee to go over the notice.: Manager Evaluation: Coaching Notice: Jay Adams	For Jay Adams
3 minute(s) ago - Due 08/17/2021; Effective 02/28/2021	Overall Process Coaching Notice: Jay Adams
Manager Evaluation: Coaching Notice: Jay Adams 6 hour(s) ago - Due 08/18/2021; Effective 01/31/2021	Overall Status In Progress
	Due Date 08/19/2021
	enter your comment       Submit       Save for Later   Close





Coaching and Discipline

Manager/Employee

#### TEAM MEMBER: REVIEW AND ACKNOWLEDGE COACHING NOTICE

- 1. Open the coaching notice in your **Inbox**.
- 2. Select the appropriate **Employee Acknowledgement**.

Inbox 5 items Manager Evaluation: Coaching Notice: Jay Adams	Acknowledgement of Receipt of Feedback Acknowledgement	
51 second(s) ago - Due 08/17/2021; Effective 02/28/2021	Employee Acknowledgement Status *	
	Comment	
Acknowledgement <ul> <li>I have reviewed the notice as provided.</li> <li>I have reviewed the notice as provided, and I refuse to sign.</li> <li>Bearch :: &gt;</li> </ul> Comment	× ×	
Submit at Save for Later	Close	

- 3. If needed, add a Comment.
- 4. Click **Submit** to finalize the notice.





### MANAGER: ACKNOWLEDGE TEAM MEMBER COMMENTS AND SUBMIT NOTICE

- 1. Open the coaching notice in your **Inbox**.
- 2. Select the Manager Acknowledgement.
- 3. Select Submit.

Acknowledgement	
Manager Acknowledgement	Employee Acknowledgement
Status *	Status
Şearch :≡	I have reviewed the notice as provided.
The notice has been reviewed with the employee.	Comment
Format $\lor$ <b>B I U A</b> $\lor$ <b>i E I</b>	Entered by
Ø	Jay Adams
	Date
	08/16/2021 10:02 PM
Disciplinary Action Information           Submit         Save for Later         Clo	se





# LEVEL 1 DISCIPLINARY NOTICE

### MANAGER: INITIATE LEVEL 1 DISCIPLINARY NOTICE

From the **Home** page:

- 1. In the search bar, type **Start Disciplinary**. Select **Start Disciplinary Action for Employee**.
- 2. Select the **Employee**.
- 3. Select **Discipline > Level 1 Discipline Notice**.
- 4. For Disciplinary Action Reasons, select Reasons for Employee's Country > United States of America > Discipline > Level 1 Warning (United States of America).
- 5. Under **Related Disciplinary Actions**, select if there are any prior related notices.
- 6. For **Period Start Date**, enter today's date. For **Period End Date**, enter the day before three years from today because coaching and disciplinary notices are on a rolling 36-month period (ex. Notice starts on 8/25/2021 and ends on 8/24/2024).
- 7. Click **Submit**.

Start Disciplinary Action for Employee		Employee	* X Jay Adams …	-
Fmolovee * x lav Adams		Review Template 7	× Level 1 Discipline Notice	3
Review Template * × Level 1 Discipline Notice		Disciplinary Action Reasons	<ul> <li>Level 1 Warning (United States of America)</li> </ul>	8
Disciplinary Action Reasons * Search Related Disciplinary Actions C Discipline		Related Disciplinary Actions	× Coaching Notice: Jay Adams	
Period Start Date * Level 1 Warning (United States of America) Level 2 Warning (United States of Level 2 Warning (United States of		Period Start Date	MM/DD/YYYY	2
Period End Date * Recommendation for Suspension (United State of America) Request for Termination (United State of America)	tes	Period End Date	MM/DD/YYYY	

8. Launch the disciplinary notice by clicking **Open** from the dialog box or going to your **Inbox**. Click **Get Started** or **Next** to begin.







 Identify the Job Performance/Behavior Deficiency (the attendance, behavior, or performance issue), Specific Results Required for Acceptable Improvement, and Date for Improvement to be Completed. The date for improvement should be noted as "immediate and ongoing." Click Next.

Manager Evoluation: Level 1	
Discipline Notice: Jay Adams	
Actions	
0/01/2021 - 09/30//2024	Question Job Performance/Behavior Deficiency:
1 Job Responsibilities or B	Manager
	Answer * Normal ~ B I U A ~ i = %
Q 2. Job Responsibilities or B	Issues here.
• 3. Job Responsibilities or B	
Supervisor Support	
Additional Documents	Question Specific Results Required for Acceptable Improvement:
Peview and Submit	Manager
	Answer ★ Normal ✓ B I U A ✓ III S
	Improvement required.
	Question Date for Improvement to be completed:
	Manager
(🕤) <	Answer * Normal V B I U A V := %

10. If needed, identify additional deficiencies, results required, and date for improvement on the following two pages. If there are no additional concerns, leave blank and click **Next**.

lanager Evaluation: Level 1	2. Job Responsibilities or Behaviors
scipline Notice: Jay Adams	
0/01/2021 - 00/20//2024	Please complete this section if a second violation needs to be addressed. If there are no additional violations, this section an section can be skinned. To skin this section, click the "Next" button.
09/30//2024	
1. Job Responsibilities or B	if required, list the employees primary job responsibilities or behaviors that require attention and describe the specific impro needed. (Include facts about events, dates, people, documents, etc.)
2. Job Responsibilities or B	
3. Job Responsibilities or B	
O Supervisor Support	Question Job Performance/Behavior Deficiency:
Additional Documents	Manager
Review and Submit	Answer Format $\lor$ B I U A $\lor$ iii $\circledast$
	ß
( 🖨 )	Question Specific Required for Accentable Improvement:





Your screens and processes may vary from this document.  ${\bf 9}$ 





11. Identify **Supervisor Support** to be provided by you, the manager. Click **Next**.

Question List the sup	port to be provided by supervisor (e.g. training	g, equipment, observation, procedures, coachin
lanagar		
Manager		
Manager	B I <u>U</u> A ~ ii  \%	u <sup>R</sup>
Manager nswer * Format V	B I <u>U</u> <u>A</u> ∨ i≣ ⊗	u <sup>n</sup>

12. Add attachments, if needed. Click Next.

Additional Documents	
ptional: Add supporting documents, if needed.	
lanager	
	Drop files here
	or
	Select files

13. Review the document. Click **Submit** to route for review by HR.

Submit	Save for Later
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- 14. If HR has concerns about the notice, the HR consultant will send it back for revisions. Launch the item from your **Inbox** and click **Get Started** to get started.
- 15. To see comments from HR, navigate to the **Review** page.

HR Consultant says, "Subjective language."	
Approval by HR Partner (Local)- Sent Back	Due 08/17/20
Manager Complete Manager Evaluation for Disciplinary Action – Awaiting Action	Due 08/18/20

16. Navigate to the appropriate section(s) of the notice to make revisions. Once finished, click **Submit** to route back to HR for approval.





#### MANAGER'S MANAGER: APPROVE LEVEL 1 DISCIPLINARY NOTICE

Once approved by HR, the notice will go to the manager's manager for review and approval. From

the **Home** page:

- 1. Open the disciplinary notice in your Inbox. Click Get Started.
- 2. Click **Approve** to advance the notice or **Send Back** to route the notice back to the manager for changes.

#### HR: CONFIRM MEETING IS SCHEDULED

Once approved by the manager's manager, HR will complete a **To-Do** to confirm that the manager has schedule a meeting with the team member to deliver the notice. HR will note the date of the meeting in the **Comment** text box.

#### MANAGER: DELIVER LEVEL 1 DISCIPLINARY NOTICE

- 1. Click the **To-Do** in your **Inbox** to complete it.
- 2. Click **Submit** to indicate that you have met with the team member. Do not click **Submit** until you have met with the team member.

inbox	
Actions Archive	Complete To Do Please confirm you have met with the employee to go over the notice
leving All 🗸 Sort By Nevest 👾	scond(s) ago - Due (8/12/2021) Effective
asse confirm you have met with the employee to go or the notice.: Manager Evaluation: Level 1 Discipline filter. Jay Adams	For Jay Adama Overall Process Level 1 Discipline Notice: Jay Adams
reer Goals Follow up: Jay Adams - Manager Plan	Due Date 08/14/2021
	C onter your comment





Manager/Employee

#### TEAM MEMBER: REVIEW AND ACKNOWLEDGE LEVEL 1 DISCIPLINARY NOTICE

- 1. Open the disciplinary notice in your **Inbox**. Select **Get Started**.
- 2. Review the notice and click **Next**.
- 3. Select the appropriate Employee Acknowledgement.

	ew Comments		M	XII	PDF	£63
Manager Evaluation: Level Discipl	line Notice: Jay Adams 🛛 🚥					
Evaluated By	Disciplinary Action Reason	Level Warning (United States of America)				
Review Period 10/01/2021 -	23 second(s) ago - Due 0	B/12/2021; Effective				
Related Disciplinary Actions						
Failure of the employ	to show improvement in yo same or similar nature will s yment.	our job performance or behavior by stated subject you to further disciplinary action, i	deadlines and/o up to and includ	or any f ing ter	future minati	violati on of
Your si ment v mail.	ignature acknowledges disc vith the document. You may	cussion of the issues and receipt of the do add comments in the provided text box o	cument. It does r submit them la	not in ater by	dicate memo	agree ) or e-
Get Started						
			_	-	-	-
Acknowledgement						
I have reviewed the notice						
as provided.		~ A				
as provided. I have reviewed the notice as provided, and I refuse to sign.	)	$\tilde{\omega}$				
as provided. I have reviewed the notice as provided, and I refuse to sign. βearch	)					
as provided. ☐ Lave reviewed the notice as provided, and I refuse to sign. \$earch  I Comment	)					
as provided. ☐ Have reviewed the notice as provided, and I refuse to sign. bearch Eorment Format ∨ B I U A		** *				
as provided. ☐ I have reviewed the notice as provided, and I refuse to sign. Bearch Comment Format ∨ B I U A	~   :≣   ⊗	×*				







- 4. If needed, add a Comment.
- 5. Click **Submit** to finalize the notice.





# MANAGER: ACKNOWLEDGE TEAM MEMBER COMMENTS AND SUBMIT LEVEL 1 DISCIPLINARY NOTICE

- 1. Open the disciplinary notice in your **Inbox**. Select **Get Started**.
- 2. Review the notice. Click Next.
- 3. Select the Manager Acknowledgement.
- 4. Click **Submit** to finalize the notice.

lanager Acknowledgement	Employee Acknowledgement
tatus *	Status
þearch 😑	I have reviewed the notice as provided.
The notice has been reviewed with the employee.	Comment
Format $\checkmark$ <b>B I U A</b> $\checkmark$ <b>E</b>	Entered by
R	Jay Adams
	Date
	08/16/2021 10:02 PM
isciplinary Action Information	





# LEVEL 2 DISCIPLINARY NOTICE

#### MANAGER: INITIATE LEVEL 2 DISCIPLINARY NOTICE

- 1. In the search bar, type **Start Disciplinary**. Select **Start Disciplinary Action for Employee**.
- 2. Select the **Employee**. Select **Discipline > Level 2 Discipline Notice**.
- 3. For Disciplinary Action Reasons, select Reasons for Employee's Country > United States of America > Discipline > Level 2 Warning (United States of America).
- 4. Under **Related Disciplinary Actions**, select if there are any prior related notices.
- 5. For **Period Start Date**, enter today's date. For **Period End Date**, enter the day before three years from today because coaching and disciplinary notices are on a rolling 36-month period (ex. Notice starts on 8/25/2021 and ends on 8/24/2024).
- 6. Click **Submit**.

Start Disciplinary	Action for Employee
Employee *	× Jay Adams ··· ∷≡
Review Template *	× Level 2 Discipline Notice $\cdots$ :=
Disciplinary Action Reasons *	× Level 2 Warning (United Z ∷≣ States of America)
Related Disciplinary Actions	=
Period Start Date *	MM/DD/YYYY
Period End Date *	MM/DD/YYYY
enter your comment	
Submit Cance	el







- 7. Launch the disciplinary notice by clicking **Open** from the dialog box or going to your **Inbox**. Click **Get Started** or **Next** to get started.
- Identify the Job Performance/Behavior Deficiency (the attendance, behavior, or performance issue), Specific Results Required for Acceptable Improvement, and Date for Improvement to be Completed. The date for improvement should be noted as "immediate and ongoing." Click Next.

Complete Manager Evaluation	
Manager Evaluation: Level 2 Discipline Notice: Jay Adams	1. Job Responsibilities or Behaviors
(Actions)	List the employee's primary job responsibilities or behaviors that require attention and describe the specific improvement that is needed. (Include facts about events, dates, people,
09/01/2021 - 08/31//2024	documents, etc.)
1. Job Responsibilities or B	
<ul> <li>2. Job Responsibilities or B</li> </ul>	Question Job Performance/Behavior Deficiency:
O 3. Job Responsibilities or B	Manager
General Pay Increase Impact	Answer * Format V B I U A V III %
<ul> <li>Supervisor Support</li> </ul>	
Additional Documents	
O Review and Submit	Question Specific Results Required for Acceptable Improvement:
	Manager
	Answer * Format V B I U A V III %
	Question Date for Improvement to be completed:
	Manager
	Answer * Former V B I U A V III %
• •	
	Back Next Save for Later Close





9. If needed, identify additional deficiencies, results required, and date for improvement on the following two pages. If there are no additional deficiencies, leave blank and click **Next**.

ext" butt	ete this section if a second violation needs to be addressed. If there are no additional violations, this section and the next section can be skipped. To skip th	is section, clic
equired, ople, do	It the employee's primary job responsibilities or behaviors that require attention and describe the specific improvement that is needed. (Include facts about or ments, etc.)	events, dates,
Question	ob Performance/Behavior Deficiency:	
Manag		
Answer	ormat v B I U A v III %	
	B	
Question	specific Results Required for Acceptable Improvement:	
Question	specific Results Required for Acceptable Improvement:	
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10. Acknowledge the **General Pay Increase Impact**, that a Level 2 disciplinary notice will prevent the team member from receiving the general pay increase (GPI). Ignore **Manager Summary**. Click **Next**.

Complete Manager Evaluation Manager Evaluation: Level 2 Discipline Notice: Jay Adams (Actions) ( 09/01/2021 - 08/31//2024	General Pay Increase Impact The employee shall acknowledge that the general pay increase will not apply due to the level 2 disciplinary are	ction.
<ul> <li>1. Job Responsibilities or B</li> <li>2. Job Responsibilities or B</li> </ul>	Question Please acknowledge that no general pay increase will be given in the same year as a level 2 disciplinary action.	2
O 3. Job Responsibilities or B	Manager	- 1
General Pay Increase Impact	Rating select one v	- 1
O Supervisor Support	Manager Yes	
Additional Documents	Rating selection	- 1
O Review and Submit		- 1
• <		
	Back Next	

11. Identify Supervisor Support to be provided by you, the manager. Click Next.

ipervisor Support									
Question	List the	suppo	rt to	be p	orovide	d by :	supervisor (e.g. trai	ning, equipment, observation, procedures, coa	aching
Manage	er		_			:=	0		
Answer *	Format	~ B	I	<u>U</u>	<u>A</u> ~	:=	0	×*	









12. Add attachments, if needed. Click Next.

Drop files here
or
Select files

13. Review the document. Click **Submit** to route for review by HR.



- 14. If HR has concerns about the notice, the HR consultant will send it back forrevisions. Launch the item from your **Inbox** and click **Next** to get started.
- 15. To see comments from HR, navigate to the **Review** page.

HR Consultant says, "Subjective language." Approval by HR Partner (Local)– Sent Back	Due 08/17/2
Manager Complete Manager Evaluation for Disciplinary Action– Awaiting Action	Due 08/18/2

16. Navigate to the appropriate section(s) of the notice to make revisions. Once finished, click **Submit** to route back to HR for approval.





#### MANAGER'S MANAGER: APPROVE LEVEL 2 DISCIPLINARY NOTICE

Once approved by HR, the disciplinary notice will go to the manager's manager for review and approval.

From the **Home** page:

- 1. Open the disciplinary notice in your **Inbox**. Select **Get Started**.
- 2. Review notice.
- 3. Click **Approve** to advance the notice or **Send Back** to route the notice back to the manager for changes.

#### NEXT-LEVEL TO CABINET-LEVEL LEADER: APPROVE LEVEL 2 DISCIPLINARY NOTICE

Once approved, the disciplinary notice will go to the next-level leader for review and approval. After, it will route to all leaders up to the cabinet-level leader. Each leader will follow the instructions below to approve and advance the notice.

From the Home page:

- 1. Open the disciplinary notice in your **Inbox**.
- 2. Click **Approve** to advance the notice or **Send Back** to route the notice back to the manager for changes.

#### HR EXECUTIVE: APPROVE LEVEL 2 DISCIPLINARY NOTICE

The notice will go to HR executive leadership for review and approval.

From the **Home** page:

- 1. Open the disciplinary notice in your **Inbox**.
- 2. Click **Approve** to advance the notice or **Send Back** to route the notice back to the manager for changes.

#### HR: CONFIRM MEETING IS SCHEDULE

Once approved by the manager's manager, HR will complete a **To-Do** to confirm that the manager has schedule a meeting with the team member to deliver the notice. HR will note the date of the meeting in the **Comment** text box.





#### MANAGER: DELIVER LEVEL 2 DISCIPLINARY NOTICE

- 1. Click the **To-Do** in your **Inbox** to complete it.
- 2. Click **Submit** to indicate that you have met with the team member. Do not click **Submit** until you have met with the team member.

Q Search	
Inbox	
Actions Archive	Complete To Do Please confirm you have met with the employee to go over the notice.
Vewrg Alt 🚽 Sortby Newest 🚽 🕌	accord(s) égo - Due
lease confirm you have met with the employee to go ver the notice. Manager Evaluation: Level Discipline office: Jay Adems	For JV/ Fdame Overall Process Level Discipline Notice: Jay Adams Overall Status In Progress
areer Goals Follow up: Jay Adams - Manager Plan	Due Date 08/14/2021





#### TEAM MEMBER: REVIEW AND ACKNOWLEDGE LEVEL 2 DISCIPLINARY NOTICE

- 1. Open the disciplinary notice in your **Inbox**. Select **Get Started**.
- 2. Review notice and click **Next**.
- 3. Select the appropriate Employee Acknowledgement.

		M	2	-	552	- Le
Manager Evaluation: Level D	iscipline Notice: Jay Adams 🚥					
Evaluated By	Disciplinary Action Reason Level Warning (United States of America)					
Review Period 10/01/2021 -	23 second(s) ago - Due 08/12/2021; Effective					
Related Disciplinary Actions						
Related Disciplinary Actions	nikura ta akawi inanawamant in wawink nanfarmanan an kakawian ku atatad daadiin	oc and/o	r anu f	inturo	violat	ione
Related Disciplinary Actions Fa of	illure to show improvement in your job performance or behavior by stated deadlin the same or similar nature will subject you to further disciplinary action, up to an	es and/o d includi	r any f ng teri	uture ninati	violat on of	ions
Related Disciplinary Actions Fa of en	ulure to show improvement in your job performance or behavior by stated deadlin the same or similar nature will subject you to further disciplinary action, up to an nployment.	es and/o d includi	r any f ng teri	uture ninati	violat on of	ions
Related Disciplinary Actions of en Yo	ilure to show improvement in your job performance or behavior by stated deadlin the same or similar nature will subject you to further disciplinary action, up to an apployment. Dur signature acknowledges discussion of the issues and receipt of the document	es and/o d includi . It does	r any f ng terr not inc	uture ninati dicate	violat on of agree	ions
Related Disciplinary Actions of en Yo m	illure to show improvement in your job performance or behavior by stated deadlin the same or similar nature will subject you to further disciplinary action, up to an nployment. Dur signature acknowledges discussion of the issues and receipt of the document ent with the document. You may add comments in the provided text box or submi ail.	es and/o d includi t. It does t them la	r any f ng terr not ind ter by	iuture minati dicate memo	violat on of agree o or e-	ion
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as provided.	\$
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Format $\vee$ <b>B I</b> <u>U</u> <u>A</u> $\vee$ <b>i</b> i <b>S</b>	R <sup>34</sup>

- 4. If needed, add a **Comment**.
- 5. Click **Submit** to finalize the notice.





# MANAGER: ACKNOWLEDGE TEAM MEMBER COMMENTS AND SUBMIT LEVEL 2 DISCIPLINARY NOTICE

- 1. Open the disciplinary notice in your **Inbox**. Click **Get Started**.
- 2. Review notice and click Next.
- 3. Select the Manager Acknowledgement.
- 4. Click **Submit** to finalize the notice.

knowledgement
the notice as provided.
:02 PM





## REQUEST FOR TERMINATION (SUPERVISORS ONLY)

#### MANAGER: INITIATE REQUEST FOR TERMINATION

From the Home page:

- 1. In the search bar, type **Start Disciplinary**. Select **Start Disciplinary Action for Employee**.
- 2. Select the **Employee**. Select **Request for Termination** > **Request for Termination**.
- For Disciplinary Action Reasons, select Reasons for Employee's Country > United States of America > Discipline > Request for Termination (United States of America).
- 4. Under Related Disciplinary Actions, select if there are any prior related notices.
- 5. For Period Start Date, enter today's date. For Period End Date, enter today's date.
- 6. Click Submit.



7. Launch the request for termination by clicking **Open** from the dialog box or going to your **Inbox**. Click **Get Started** or **Next** to get started.







- 8. In the search bar, type **Start Disciplinary**. Select **Start Disciplinary Action for Employee**.
- 9. Select the **Employee**. Select **Request for Termination** > **Request for Termination**.
- 10. For Disciplinary Action Reasons, select Reasons for Employee's Country > United States of America > Discipline > Request for Termination (United States of America).
- 11. Under **Related Disciplinary Actions**, select if there are any prior related notices.
- 12. For Period Start Date, enter today's date. For Period End Date, enter today's date.
- 13. Click **Submit**.

Start Disciplinary	Action for Employee	
Employee *	🗙 Jay Adams \cdots	Employee * × Jay Adams … !=
Review Template	search	Review Template
Disciplinary Action Reasons *	Conching	Disciplinary Action Reasons * Search :=
Related Disciplinary Actions	Discipline >	Related Disciplinary Actions
Period Stan 2:40 *	Request For Termination	Period Start Date * Verring (United States of America)
Period End Date *	MM/DD/YYYY 🖻	Period End Date America America Suspension Recommendation for Suspension (United States of America)
enter your comment		enter your comment of America)

Employee *	× Jay Adams …	=	Employee *	🗙 Jay Adams \cdots
Review Template *	$\times$ Request for Termination $\cdots$	=	Review Template *	× Request for Termination …
Disciplinary Action Reasons *	ßearch Reasons for employee's country	i≣ >	Disciplinary Action Reasons *	X Request for Termination (United States of America)
Related Disciplinary Actions Period Start Date *	Reasons for employee's country region MM7DD7YYYY	>	Related Disciplinary Actions	× Coaching Notice: Jay Adams … × Level 1 Discipline Notice: … Jay Adams
Period End Date *	MM/DD/YYYY	- 1		× Level 2 Discipline Notice: Jay Adams
		_	Period Start Date *	10/01/2021
			Period End Date *	<u>10</u> /01/2021
			enter your comment	

14. Launch the request for termination by clicking **Open** from the dialog box or going to your **Inbox**. Click **Get Started** or **Next** to get started







15. Provide information regarding your recommendation to terminate employment. Click **Next**.

Complete Manager Evaluation	Manager Evaluation: Request for Termination: Jay Adams	\$	PDF
28 minute(s) ago - Due 08/21/2021; Effective 10/01/2021	Review Period 10/01/2021 - 10/01/2021		
	Details of Recommendation ~		- 1
	•		- 1
Question Provide the details that support the recon ments, prior related disciplinary actions, e Manager Evaluation Answer *	nmendation to terminate employment. (Include facts about events, dates etc.)	, people	, docu-
Back Next			

16. Add attachments, if needed. Click Next.











17. Review the document. Click **Submit** to route for review by HR.



- 18. If HR has concerns about the RFT, the HR consultant will send it back forrevisions. Launch the item from your **Inbox** and click **Next** to get started.
- 19. To see comments from HR, navigate to the **Review** page.

HR Consultant says, "Subjective language." Approval by HR Partner (Local)– Sent Back	Due 08/17/20
Manager Complete Manager Evaluation for Disciplinary Action– Awaiting Action	Due 08/18/20

20. Navigate to the appropriate section(s) of the RFT to make revisions. Once finished, click **Submit** to route back to HR for approval.

#### **REVIEW BY APPROVERS**

- 1. Approvers for RFTs include Manager's manager, next-level leader, cabinet member, CHRO, and district president. The RFT will appear in each approver's **Inbox**. Each approver can click **Approve** to advance the RFT or **Send Back** to route the RFT back to the manager for changes.
- 2. Once approved by leadership, a **To-Do** step will go to the HR consultant to confirm that the manager has scheduled a meeting to deliver the RFT to the team member.







#### MANAGER: REQUEST FOR TERMINATION

Once approved by leadership, a **To-Do** step will go to the HR consultant to confirm that the manager has scheduled a meeting to deliver the RFT to the team member.

From the Home page:

- 1. Click the **To-Do** item in your **Inbox** to complete it.
- 2. Click **Submit** to indicate that you have met with the team member. Do not click **Submit** until you have met with the team member.

Complete To Do
Please confirm you have met with the employee to go over the notice.
☆ 梱 啞 ⑫ □
22 second(s) ago - Due 08/20/2021; Effective 10/01/2021
For Jay Adams
Overall Process Request for Termination: Jay Adams
Overall Status In Progress
Due Date 08/22/2021
enter your comment
Submit Save for Later Close

3. HR will receive final notification to start the termination workflow.





Manager/Employee

# VIEW COMPLETED NOTICE

#### **EMPLOYEE VIEW**

#### From the Home page:

Click the cloud and select View Profile.

- 1. Select Performance (you may need to click More).
- 2. Click the **Disciplinary Actions** tab.
- 3. Click View.







Your screens and processes may vary from this document.  $30\,$ 

Manager/Employee

#### MANAGER VIEW

- 1. Click My Team.
- 2. Select the **employee's name**.
- 3. Click Performance.
- 4. Click the **Disciplinary Actions** tab.
- 5. Click View.

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