Best Practices to Manage Employee Relations

In the event of a potential issue...

TELL IT LIKE IT IS
Give on-going clear direction and feedback and have open lines of communication.

WARN THE EMPLOYEE
Let employee know consequences for poor performance.

USE THE ANNUAL PERFORMANCE EVALUATIONS SYSTEM
Do timely plans and evaluations with specific expectations and standards. Be consistent with disciplinary actions. Do regular interim evaluations on employees with continual problems.

NIP IT IN THE BUD
Intervene early to correct problems when they first occur.

WRITE IT DOWN
(And date it) if it is not documented, it’s hard to show it happened.

When evaluating a course of action carefully consider...

REMEMBER OUR MISSION AND GOALS
Always assess what the consequences of the behavior are or could be for your employees.

WHAT DID YOU DO BEFORE
Consider the University history and precedents for the treatment of the same problem with employees who have a similar work history.

LET THE PUNISHMENT FIT THE CRIME
Always consider the nature of the offense before determining the appropriate level of discipline.

When you decide to take action...

CALL US EARLY
Consult with Human Resources before situations get out of control.

BE THOROUGH
Be sure to discover all the facts before acting. Get written statements from witnesses (if needed).

DO IT PROMPTLY
Use progressive discipline when appropriate; move through the process quickly if expectations are not met after adequate opportunity to correct behavior has been given.

BE AWARE
Consistently follow up on directive and instructions and monitor behavior of employees.

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