

Supervisor's Questionnaire of Considerations

Employee's Name _____

Action Proposed _____

For each factor below, indicate what consideration was given to that factor in selecting the proposed adverse action. If a factor was not applicable, indicate "NA".

1. Did you consider the nature and seriousness of the offense, including whether the offense was intentional or inadvertent, or was committed maliciously or for gain, or was frequently repeated?
2. Did you consider the employee's past disciplinary record, the employee's past work record, including length of service, performance on the job?
3. Did you consider the consistency of the penalty with those imposed on other employees for the same or similar offenses?
4. Specifically, what has your investigation to date consisted of?
5. Do you find the severity of the discipline to be reasonably related to the alleged infraction?
6. Can you provide explanation of how discipline would be corrective and not punitive?
7. Can you provide documentation of when and how the employee was put on notice of any rules allegedly violated in this matter or any warning given that the conduct in question could result in discipline?
8. Did you consider the adequacy and effectiveness of alternative sanctions to deter such conduct in the future by this employee or others?

Management's Signature

____/____/____
Date