Employment Law

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**Progressive Discipline for Organizational Performance**

The progressive discipline is the process that deals with the job-related behavior that does not meet the set standards. In this, the oral warning is the first step that focuses on different deficiencies by the supervisors regarding their performance and that are needed to be made fine. The supervisor creates details notes of the issues and deficiencies in this step that are related to employees' performance to make sure that the corrective action would be taken accordingly before the issues lead to affect employee performance or organizational practices.

The written warning is the second step in the process that is used to analyze employees’ performance. Additionally, the duration of this step is mainly for six months. In case the performance standards have not been met by the employee in this duration, then the company may lead to acting as a terminator. For ensuring a fine association between supervisor and employee, the proper memo is filled out in the employee's profile in this step (Guerin, 2007). After that, the next step is also the written warning but it is associated with the probation period statement of the employee. It means that the warning is accompanied by the probation period in case the employee fails to deliver the desired results and meet the set standards. Here, the performance of the past, as well as the issues with the copies of all details of the performance, are entailed that are related to the areas that the employee must improve within the given or specified time frame.

The fourth step of this process includes the analysis of employee’s behavior when proceeding to take any decision. In this, the HR department is noticed about the persistence of performance issues of the employee. So that the HR department evaluates the issues, interview the employee, and check employee’s performance. Some of the important steps such as investigation of the contractual relationship, performance, claims, etc. are done to bring the employee on the standards (Guerin, 2007). In the case the HR department finds such issues then they look forward to terminating the employee as they have a proper reason behind which is performance issues.

**Evaluation of the Process**

The process of analyzing the performance of the employee should be done through a process as mentioned above. Hence the evaluation of the progressive discipline provisions is likely to be the listed.

The process called accelerations would be required when the organization has a process of the issue. It is that when the particular employee agrees to some concerns such as accepting all steps of the process without putting any complaints regarding his/her performance issues. Further, the acceleration should have prevailed in the vases when the employee also agree that there is a proper witness from any third party as well as there was an inclusion of the critical issues that may lead to affect the overall operations and process. Here, the supervisor has to ensure the process from aspects such as transparency. While the last step of the process is that the repetition of the process is done in case of any deficiencies of the process and it has been made sure that fine steps are taken only.

**Supervisor’s Role**

The role of the supervisor is important especially in the facilitation process. The role of the supervisor mainly includes the below activities.

1. Acting in an independent way in facilitating the orientation process by communicating the appropriate guidelines and policies as per employee’s performance and details all possible details and processes.
2. The supervisor has to develop training programs that improve employees’ performance and critically reviewing and monitoring employees’ performance regularly to ensure improvement in and after probation.
3. The supervisor’s role is to counsel and document employee’s files that detail the past evaluations, results, performance reviews, and overall performance regarding standards.
4. As well as, the supervisor should play part in consulting management regarding employees’ performance issues and the process of taking required actions in case the employee fails to meet standards to handle the issues up to the possible extent (Richardson, & Eckard, 2003).
5. The termination process can only be consulted by the supervisor and cannot be managed by the supervisor as expected by the organization. The supervisor can consult because he/she knows the strengths and weaknesses of the employee well.
6. A major part here is looking at the position of the employee and other factors such as compensation claims etc. when proceeding to take such decisions (Shaw, & Keeler, 2018).

**Human Resource Management Role**

The role of HRM is very important as it puts efforts to facilitate the progressive performance discipline process by taking different steps such as offering pay offerings and motivation etc. Here the HRM ensures that there is no involvement of any discrimination in treating employee or performance. Here the HR management also makes sure other areas such as does the employee leave the organization without pay or having financial issues or pay is not fair enough or low comparatively as well as workplace operations and compensation packages based on the position of the employee (Shaw, & Keeler, 2018).

In the context of ensuring that there is the credible progressive disciple of the employee based on the performance there is a need to engage a witness during the various stages which include;

* The period of termination is critical and requires shreds of evidence to take the action as well as asks for proper investigation and witnesses before taking the decision.
* The witness or evidence should be interview properly to get the facts and correct details about the performance of an employee as well as to employee to show his/her side as well.
* The training should be provided properly to ensure better performance and safeguard the future of organization and employee as compared to the existing case (Durrani, & Rajagopal, 2016).
* The mental disruption as per the performance should also be considered when the witness is presented.

While the major rules that should be facilitated should lead to increasing in disciplinary action involve.

* The training and development process to the employee should be considered as opposed to group training.
* Every employee should be developed as per the position and his/her performance standards.
* Internal training should be substituted while external training should be maximized to accomplish performance standards by employees.
* The last role regarding merit increases concerning disciplinary action is that the process should ensure employee’s rights which is one of the key handlings of the process. This means that every right of the employee should be ensured for the wellness of both, the employee and organization (Shaw, & Keeler, 2018).

**References**

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