

CHECKLIST FOR ALL DISCIPLINARY HEARINGS

DATE OF INCIDENT				
REPORTED BY				
EMPLOYEE INVOLVED				
UNION MEMBER OR NOT	YES	☐	NO ☐	☐
DATE INCIDENT RECEIVED				
DATE SET UP TO MANAGE				
DATE MANAGER INFORMED OF PROPOSED MANAGEMENT				
DATE OF HEARING				
INFO RECEIVED REGARDING FACTS OF INCIDENT	YES	☐	NO ☐	☐
WERE THERE WITNESSES, IF SO, WHO	YES	☐	NO ☐	☐
DO YOU HAVE A STATEMENT FROM THE DEFENDANT	YES	☐	NO ☐	☐
DO YOU HAVE STATEMENTS FROM YOUR WITNESSES	YES	☐	NO ☐	☐
ARE THEY AVAILABLE ON THE DAY	YES	☐	NO ☐	☐
WAS FACTUAL PROOF RECEIVED, IF YES, WHAT TYPE	YES	☐	NO ☐	☐
WAS A NOTIFICATION FOR THE HEARING ISSUED	YES	☐	NO ☐	☐
WAS A NOTICE OF SUSPENSION ISSUED	YES	☐	NO ☐	☐
DOES EMPLOYEE UNDERSTAND CHARGES	YES	☐	NO ☐	☐
HAS 48 HOURS BEEN GIVEN	YES	☐	NO ☐	☐
HAS WITNESSES BEEN PREPPED AROUND QUESTIONS	YES	☐	NO ☐	☐
HAS ALL EVIDENCE BEEN COPIED AND PREPARED	YES	☐	NO ☐	☐
HAS A RULE BEEN BROKEN	YES	☐	NO ☐	☐
WAS THE EMPLOYEE AWARE OF THE RULE	YES	☐	NO ☐	☐
ARE WE APPLYING THE RULE CONSISTENTLY	YES	☐	NO ☐	☐
WHAT DOES THE DISCIPLINARY CODE SAY THE PUNISHMENT SHOULD BE				
WAS CHAIRPERSON ARRANGED	YES	☐	NO ☐	☐
WAS THE CLIENT INFORMED OF PROGRESS	YES	☐	NO ☐	☐
WAS A FINDING DONE DURING THE HEARING	YES	☐	NO ☐	☐
WAS THE EMPLOYEE FOUND GUILTY	YES	☐	NO ☐	☐
WAS ALL PARTIES NOTIFIED OF THE PUNISHMENT	YES	☐	NO ☐	☐
IF SO, WHO				
WAS THE VERDICT COMMUNICATED WITHIN 24 HRS	YES	☐	NO ☐	☐
NOTIFICATION OF DISMISSAL ISSUED WITHIN 48 HRS	YES	☐	NO ☐	☐
COPIES OF MINUTES ATTACHED TO DISMISSAL	YES	☐	NO ☐	☐
ALL DOCUMENTATION FILED	YES	☐	NO ☐	☐

