


Mammoth Holdings			
	STANDARD OPERATING PROCEDURE	Document Number	SOP-HR-004
		Effective Date	08/01/2023
		Revision Number	02
		Revision Date	07/15/2023
Disciplinary Action Process			

I. OBJECTIVE

To detail and define the process for submitting and delivering disciplinary action to team members.

II. SCOPE

This SOP is applicable and utilized by management and human resources. Assistant Managers may utilize this process for training purposes only under the direct supervision of their Site Manager.

III. LEVELS OF DISCIPLINARY ACTION

- Verbal Warning (still documented w/ signed disciplinary action form)
- Written Warning
- Final Written Warning

Additional levels include but are not limited to Suspension and Performance Improvement Plan. Utilization of these levels requires partnership with Human Resources for use.

Depending on the nature and severity of the offense, Mammoth Holdings reserves the right to skip any of the steps above at the company's discretion. However, this should be discussed with HR prior to doing so.


For more detail, please see the Disciplinary Action Policy located in the HR Library on the Mammoth Team Portal.

IV. PROCESS

1.0 Completing the form

- Navigate to Mammoth Team portal to download and save the Disciplinary Action Form.
- Please review previous disciplinary actions to help determine the appropriate level of discipline.
- Check the box to select the appropriate level of discipline.
- Check the box to select the appropriate description of the issue.
- Explain the incident in detail. (Dates, times, policy or procedure violated with reference cited, all other applicable information etc.)
- Detail specific goals, expectations, and measurables for the incidents to be corrected.
- Print and sign the form

	Written by:	Reviewed by:	Approved by:
Name	Hassie Campbell	Mark Hidle	Mark Hidle
Designation	HRBP	CPO	CPO
Signature / Date	05/31/2023	05/31/2023	05/31/2023

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2.0 Delivering the action

- Reserve a private space to conduct the disciplinary meeting that will be free from interruptions and attention from other team members and/or customers.
- Have a second member of leadership present as a witness to the conversation if possible.
- Assistant Managers may lead this meeting for practice purposes, but the Site Manager must be present at all times.
- If applicable, HR may request a written statement from witnesses present.
- Go through the details of the disciplinary action form with the team member.
- Ask the team member if they have any questions or concerns about the expectations or next steps in discipline.
 - Both the team member and manager should sign and date the form.
 - **Note:** If the team member refuses to sign the form. Inform them that the form remains valid without signature. Then proceed to detail their refusal to sign on the form and initial it.

3.0 Retaining the Signed Disciplinary Action Form

- From the Paylocity menu, navigate to the Performance tab.
- From the landing page, click on Journals at the top of the page.
- Click “Create a Journal”
- From the landing page you will select an appropriate template for the action being taken. The Journal Templates are as follows:
 - **Note-** This is not a progressive disciplinary step. This is a template for you to keep your own notes regarding your team members. This section could be used to track coaching conversations, tardies/absences, or other items you may want to monitor until progressive discipline is necessary. The Note template is the only template that is not required to be shared.
 - **Verbal Warning-** First step in documented disciplinary action. *Requires signed Disciplinary Action form to be attached*
 - **Written Warning-** Second step in documented disciplinary action. *Requires signed Disciplinary Action form to be attached*

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- **Final Written Warning**-Third step in documented disciplinary action. *Requires signed Disciplinary Action form to be attached*
- **Performance Improvement Plan (PIP)**- This is an alternate corrective step that may be utilized in place of a final warning to address multiple performance concerns. This step requires partnership and tracking with Human Resources prior to use. All performance improvement plans must be documented via the Mammoth Performance Improvement Plan form and attached in this journal template.
- When completing, “Make Journal Private”, keep the default selection as, “No” unless otherwise using the “Note” template.
- When completing, “Who is this journal about?”, you will select, “Someone Else” unless otherwise using the “Note” template for your own purposes.
 - Select the team member receiving the disciplinary action
- When completing, “Who can view and comment?”, you will select, “your direct supervisor’s name” AND “your HR Business Partner’s name”.
- When completing, “Do you want to share this journal with whom it is about?”, keep the default selection as “No”. At this point in the process, the Disciplinary Action form should already be completed, delivered to the team member, and signed.
- When completing, “Title”, keep the repopulated title.
- When completing, “Summary of Documentation”, you are encouraged but not required to provide a summary of the required documents attached. This may also be a good place to discuss any comments or details that may have come up during the delivery of the disciplinary action form (Ex. Team member refuses to sign, gets hostile, makes threats, etc.)
- Attach the signed copy of the Disciplinary Action form. This form must be signed by the team member and the manager. This attachment is required.
- Attach any other items collected that may be pertinent to the disciplinary action (ex. Videos, timecards, pictures, etc.)
- Click “Save” in the upper right-hand corner to complete the submission process.

V. ASSOCIATED DOCUMENTS

- Progressive Discipline Policy
- Disciplinary Action Form

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- Performance Improvement Plan Document

SOP No.	Effective Date	Reason for revision
SOP-HR-004	05/31/2023	SOP Creation
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