



101 Sample Write-Ups for Documenting Employee Performance Problems: A Guide to Progressive Discipline and Termination (Mixed media product)

By Paul Falcone

Amacom, United States, 2010. Mixed media product. Book Condition: New. 2nd Revised edition. 274 x 213 mm. Language: English . Brand New Book. There s no escaping problem employees. But with 101 prewritten disciplinary write-ups at a manager s fingertips, there is a way to escape the headaches, anxiety, and potential legal trouble of performance review or counseling sessions. Completely updated and covering the latest developments in employment law, the second edition of 101 Sample Write-Ups for Documenting Employee Performance Problems explains the disciplinary process from beginning to end and provides ready-to-use model documents in print and on disk that eliminate the stress and second-guessing about what to do and say. Expertly written, the write-ups cover every kind of problem substandard work quality, absenteeism, insubordination, e-mail misuse, sexual harassment, drug or alcohol abuse, and more. Readers will also find new information on laying the ground work for a tidy dismissal; tying progressive discipline to annual performance reviews; formally addressing intermittent FMLA abuse; ways to avoid drafting documentation that could later be used against their company; and much more. There is perhaps no more dreaded managerial task than communicating with an employee about a disciplinary problem, but this one-of-a-kind guide helps...



READ ONLINE
[6.6 MB]

Reviews

An extremely wonderful book with perfect and lucid explanations. This really is for those who statte that there had not been a worth reading. Your way of life span will be convert when you comprehensive reading this book.

-- **Effie Douglas**

Without doubt, this is the very best operate by any writer. This is for all those who statte that there was not a well worth reading through. I discovered this pdf from my dad and i suggested this book to find out.

-- **Dominique Huel**