

COACH OR SANCTION?

START HERE

Question #1

Have you spoken with the employee about this issue?

For Example, do you...?
 - Set expectations at time of hire
 - discuss in 1:1 meetings
 - give examples in team meetings

Do you have records that reflect time & date? E.g.:
 - staff meeting minutes
 - formal memo's
 - email follow-up

YES

NO

Does the employee know the expectation?

Question #2

Do you have documentation that the employee is aware of the expectations?

YES

NOT SURE

NO

YOU'RE NOT ALONE

Human Resources is here to give advice, act as a sounding board, and provide assistance.

PARTNER WITH YOUR HR EMPLOYEE RELATIONS CONSULTANT

Question #3

Am I being consistent with all staff regarding this issue?

YES

NOT SURE

NO

Question #4

What is the impact to patient care and/or team?

Negative Impact

Minimal Impact

Question #5

Is the employee coachable?

NO

YES

SANCTION
for appropriate solution

COACH
employee is learning

Does the employee need FMLA or other accommodations to be successful?