

Hey Supervisors! HR cannot tell you what to do!!

When your supervisor tells you that HR decided the employee should get disciplinary action... but they actually did not what to issue it...

HR is an advisor only and does not have the authority to issue the disciplinary action.

HR is not required to perform the job of instilling discipline, nor should it be allowed to conduct performance appraisals of the workers. On discipline, HR is not tasked to personally and physically issue written warnings, or suspension or dismissal orders. That job is reserved for line supervisors and managers.



BusinessWorld Online

<https://www.bworldonline.com/labor-and-management/2018/11/16/199341/hr...>

[HR must not handle employee discipline - BusinessWorld Online](#) ✓

[HR must not handle employee discipline - BusinessWorld Online \(bworldonline.com\)](https://www.bworldonline.com/labor-and-management/2018/11/16/199341/hr...)

Training supervisors

Most supervisors are not prepared to successfully intervene and resolve employee discipline issues. As a result, human resources leaders should provide training for supervisors to handle discipline issues.

Encourage supervisors to consistently treat all employees fairly and professionally, listen to employees, and to not ignore problems thinking they will resolve themselves. Training should help supervisors learn to:

[Handling Employee Discipline \(tasb.org\)](#)

CUSTOMER SERVICE: NEW ROLES FOR HUMAN RESOURCES STAFFS

HR staffs increasingly act as advisors to managers, and designers of processes that support managers and employees in carrying out their human resources management responsibilities. This is a shift from traditional roles, which involved more transaction processing and hands-on procedural control. Now, human resources staffs see their business as customer service, and are called upon to be consultants, educators, and facilitators. [cyberFEDS® 3.1](#)

Master agreement Info:

Section 5 - Alternative and Progressive Discipline

The parties agree to a concept of alternative discipline which shall be a subject for local negotiations. The parties also agree to the concept of progressive discipline, which is discipline designed primarily to correct and improve employee behavior, rather than punish.

Section 9 - Notice of Disciplinary Actions

- A. Notice of a final decision to take disciplinary action shall be in writing and shall inform the employee of appeal and grievance rights and his/her right to

representation. The employee will be given two copies of the notice; one copy may be furnished to the local union by the employee. The Department will inform the local union when it takes a disciplinary action against a unit employee.

- B. Notices shall explain in detail the reasons for the action taken and all evidence relied upon to support the decision. The notice will also advise the employee how long the action will be maintained in his/her file. The supervisor shall discuss the notice with the employee. If the employee elects to have a Union representative present, the discussion will be delayed until the local union has an opportunity to furnish a representative.

1. Don't let HR improperly influence the outcome of the disciplinary process

In *Ramphal v Department for Transport*, the Employment

This gave rise to an inference of improper influence by HR.

The EAT concluded that HR had gone beyond discussing and advising on issues of procedure and law,

[Disciplinary procedures: three case law lessons for employers - Personnel Today](#)