

Progressive Disciplinary Action

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Progressive Disciplinary Action

This guide provides a quick overview of WellHaven's progressive disciplinary process. For complete requirements and procedures, please review the full SOP.

Resource: [Progressive Disciplinary Action - SOP](#) 

Quick Decision Guide

Question	Next Step
Initial or minor performance or conduct concern?	Verbal Warning
Verbal warning has not resulted in improvement?	First Written Warning
Prior corrective actions have not resulted in sustained improvement?	Final Written Warning
Performance concerns need additional structure and support?	Consult HR regarding a PIP
Considering involuntary termination?	HR Review Required

<p>Verbal Warning Initial or minor performance or conduct concerns.</p> <p>Documentation Required</p>	<p>Written Warnings Used when improvement has not occurred or formal corrective action is needed.</p> <p>HR Review & Documentation Required</p>	<p>Termination No involuntary termination may move forward without HR review and approval.</p> <p>HR Review & Documentation Required</p>
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Performance vs. Conduct

Performance Issues	Conduct Issues
<ul style="list-style-type: none"> • Job expectations • Productivity standards • Quality of work • Competencies • Role responsibilities 	<ul style="list-style-type: none"> • Behavior • Professionalism • Policy violations • Workplace standards • Safety or compliance concerns

Human Resources will partner with leaders in determining whether an issue should be addressed as a performance concern, a conduct issue, or a combination of both.

Progressive Discipline Process

Step	Purpose
Verbal Warning	Initial or minor performance or conduct concerns.
First Written Warning	When a verbal warning has not resulted in improvement or a formal corrective step is warranted.
Final Written Warning	When prior corrective actions have not resulted in sustained improvement or concerns are serious enough to warrant a final step before termination.

Performance Improvement Plan	Used when HR determines additional structure, clarity, and support are appropriate.
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Steps may be repeated, combined, or skipped depending on severity and circumstances.

Documentation & Paycom Upload Names

Document	Upload Name
Verbal Warning	Verbal Warning
First Written Warning	First Written Warning
Final Written Warning	Final Written Warning
Performance Improvement Plan	Performance Improvement Plan
Involuntary Termination Summary	Involuntary Termination Summary

Key Reminders

- No involuntary termination may move forward without HR review and approval.
- All PIPs must be developed in collaboration with Human Resources.
- Disciplinary conversations should be conducted with two leaders present whenever possible.
- Employee acknowledgment confirms the information was reviewed and discussed; it does not indicate agreement.
- Managers may not keep unofficial or duplicate personnel files.

Templates & Resources

- [Progressive Disciplinary Action - SOP](#)
 - [Write Up Document - Fillable PDF.pdf](#)
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