

Steward's Discipline Checklist

Determining "Just Cause"

	Y	N
1 Was there an investigation?		
2 Was the investigation fair?		
3 Did they find proof of guilt?		
4 Was the employer's rule or order reasonable?		
5 Was the employee aware of the rule or order?		
6 Has this been applied appropriately to others?		
7 Did the "punishment fit the crime?"		
a. Was the penalty reasonable compared to the nature of the offense?		
b. Was discipline progressive?		
c. Was discipline applied promptly?		
d. Does the employee have a bad record?		
e. Is the employee a relatively new employee?		
f. Has management consistently given the same punishment to others for the same offense?		