

direct participant.

- Seek advice from an external consultant and/or legal counsel sooner rather than later. Make sure you are aware of both the antidiscrimination and labor laws that apply to all aspects of employment, not only disciplinary action. Although disciplinary action does not always result in termination of employment, understand your options early in the process rather than at the eleventh hour.

Traps to Avoid

- When an employee isn't up to par, it's tempting to criticize right away. Avoid giving oral discipline without documenting your action and placing the information in the appropriate file.
- Don't file disciplinary action slips without first obtaining the signature(s) of the employee or a witness to the discipline.
- Don't apply different disciplinary actions for the same or similar conduct by different employees without a valid reason.
- Don't discipline or discharge an employee without a thorough investigation and thorough documentation.
- Don't discipline or discharge an employee without first allowing the person being disciplined or discharged the opportunity to explain his/her position.
- Don't discipline or discharge an employee for violation of a rule that the employer failed to communicate or any employee is deemed to know.
- Don't rely on your memory to remember employee violations. Document everything.
- Don't discriminate based on age, gender, race, religion or other protected characteristics when determining discipline or discharge.

Do you have lower abdominal pain due to Endometriosis?



Women's Wellness Clinic is currently conducting a clinical research study and is in need of qualified volunteers. To qualify, you must be a woman between the ages of 18-65 who has lower abdominal pain due to Endometriosis. Compensation up to **\$840** is available for study-related time and travel.

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The Women's Wellness Clinic offers many opportunities for you to participate in clinical trials. In addition to the endometriosis study, there are trials on birth control, migraines, urinary tract infections, bacterial vaginosis, and heavy periods. Call 919-251-92234 more information.

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