

# DISCIPLINE REMINDERS

## Remember the Regulations and Protected Classes:

- Title VII – Race, Color, Religion, Sex, National Origin
- Americans with Disabilities Act , As Amended (ADAAA) – Disability
- Pregnancy Discrimination Act (PDA) – Pregnancy
- Age Discrimination in Employment Act (ADEA) – Age
- Fair Labor Standards Act (FLSA) – Minimum Wage, Overtime, Recordkeeping, Exemptions
- Family Medical Leave Act (FMLA) – Protected 12 weeks off, No magic language needed
- Military Family Leave Act (MFLA) – Protected 12/26 weeks off
- USERRA – Active Military Duty – Job protection and reinstatement required
- Equal Pay Act – Equal pay for equal work

## Types of problems that might occur:

- Mishandled Discipline
- Mishandled Termination
- EEOC Claim
- Retaliation
- Lawsuit

## Compliance Tips:

- Enforce all policies consistently at all times
- Comply with all federal, state, and local regulations
- Treat all employees equally and fairly
- Create an environment of respect
- Give accurate and objective performance evaluations
- Lead by example
- Have SPECIFIC and VALID work related reasons for all actions
- Document EVERYTHING you do
- Stick to the facts
- Tolerate nothing that makes reasonable people uncomfortable
- NEVER retaliate