

### **13 Pitfalls for Unwary Employers in Employee Discipline**

1. No “at will” language in employment application or handbook or contract
2. No limitation period for claims or lawsuits in employee policies; e.g. 6 months
3. No use of progressive discipline in the course employment
4. Playing favorites among employees
5. Failure to:
  - have 2 witnesses to employee discipline
6.
  - document, document, document
7.
  - follow your own internal complaint or grievance procedures
8.
  - implement consistent treatment of employee work force
9.
  - use separation agreements to limit claims
10.
  - pay employees on separation or according to the law
11.
  - use salary continuation to reduce unemployment tax liability
12.
  - engage in an interactive dialogue with employee with disabilities
13.
  - exempt employees from overtime properly or follow DOL rules

- Call [248.643.9530](tel:248.643.9530) or email [info@zeiglerlaw.com](mailto:info@zeiglerlaw.com) for a consultation.