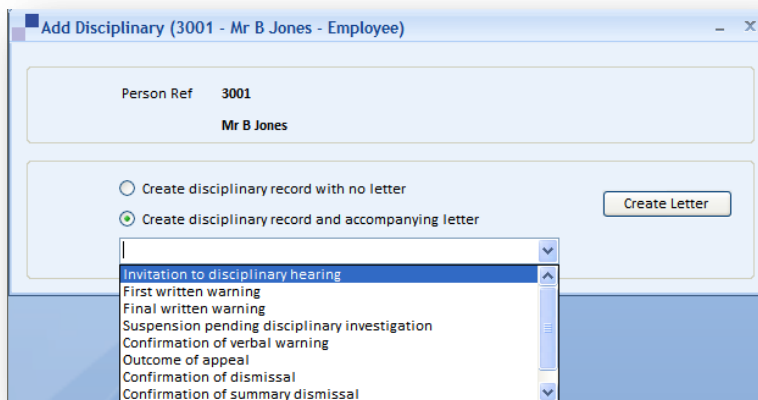


Disciplinary Records and legally supported Letters

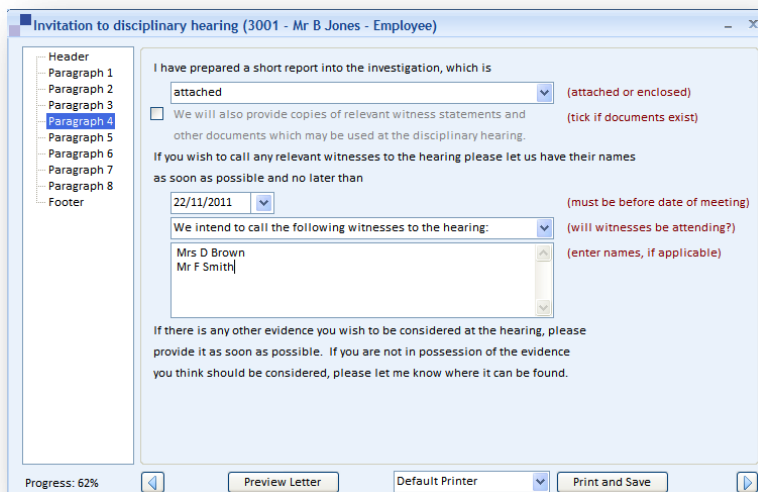
When you create a disciplinary record in DART you can produce an accompanying legally supported letter.



The screenshot shows a window titled "Add Disciplinary (3001 - Mr B Jones - Employee)". It contains a form with the following elements:

- Person Ref: 3001
- Name: Mr B Jones
- Two radio buttons: "Create disciplinary record with no letter" (unselected) and "Create disciplinary record and accompanying letter" (selected).
- A "Create Letter" button.
- A dropdown menu with the following options: "Invitation to disciplinary hearing" (selected), "First written warning", "Final written warning", "Suspension pending disciplinary investigation", "Confirmation of verbal warning", "Outcome of appeal", "Confirmation of dismissal", and "Confirmation of summary dismissal".

The wizard guides you through the whole process and allows you to preview it as required. When saved the letter is linked to the employee's record and is easily accessible.



The screenshot shows a window titled "Invitation to disciplinary hearing (3001 - Mr B Jones - Employee)". It contains a form with the following elements:

- A sidebar on the left with a tree view containing: Header, Paragraph 1, Paragraph 2, Paragraph 3, Paragraph 4 (selected), Paragraph 5, Paragraph 6, Paragraph 7, Paragraph 8, and Footer.
- Main form content:
 - "I have prepared a short report into the investigation, which is" followed by a dropdown menu set to "attached" and the text "(attached or enclosed)".
 - An unchecked checkbox: "We will also provide copies of relevant witness statements and other documents which may be used at the disciplinary hearing." followed by the text "(tick if documents exist)".
 - Text: "If you wish to call any relevant witnesses to the hearing please let us have their names as soon as possible and no later than" followed by a date dropdown set to "22/11/2011" and the text "(must be before date of meeting)".
 - Text: "We intend to call the following witnesses to the hearing:" followed by a dropdown menu and the text "(will witnesses be attending?)".
 - A text area containing "Mrs D Brown" and "Mr F Smith" followed by the text "(enter names, if applicable)".
 - Text: "If there is any other evidence you wish to be considered at the hearing, please provide it as soon as possible. If you are not in possession of the evidence you think should be considered, please let me know where it can be found."
- Progress bar at the bottom left showing "Progress: 62%".
- Navigation buttons at the bottom: "Preview Letter", "Default Printer" (dropdown), and "Print and Save".