

50 Employee Relations Issues You Should Be Documenting

These examples of employee relations issues will help you determine the scenarios you should be documenting, investigating, and reporting on in the workplace. You should consider creating an HR risk management strategy to better recognize when your employee:

1. Gets into a dispute with a co-worker
2. Has hygiene problems that can no longer be ignored
3. Views sexually explicit material over the company internet
4. Frequently uses the phone or internet for personal reasons
5. Lacks attention to detail in his work
6. Is slow to get their work done (missing assignments and quotas)
7. Receives poor customer feedback
8. Has a dip in expected sales production
9. Struggles during the probationary or training period
10. Covers up for a co-worker
11. Has a hard time following through and never seems to get anything done
12. Uses company equipment or facilities without proper authority
13. Works unapproved overtime
14. Has poor time management skills
15. Excessive unscheduled absences from work
16. Is frequently late for work
17. Proselytizes religious or political beliefs to co-workers or subordinates
18. Comes and goes as they please
19. Uses the company credit card for personal expenditures, even if they pay it back
20. Calls the women in the office “dear,” “sweetie,” and “girls”
21. Has “one-too-many” at the company holiday party
22. Doesn’t have the required technical skills to get the job done
23. Shows up inappropriately dressed or with questionable body piercings / art
24. Has inadequate problem-solving skills
25. Demonstrates weak written or oral communication skills
26. Keeps office space a mess
27. Violates a safety rule, even if no one gets hurt
28. Swears, either in casual conversation or when things get heated
29. Frequently sends, receives, and forwards inappropriate jokes over e-mail
30. Is the office bully and creates a hostile work environment

- 31. Makes discriminatory comments or racial epithets, even once
- 32. Has a tendency to have “elevator eyes” when talking to women
- 33. Gossips all day long
- 34. Displays a lack of commitment to their job or the company
- 35. Carelessly leaves confidential information out in the open
- 36. Can’t seem to get along with anyone on the team
- 37. Makes a veiled threat of physical harm to a co-worker
- 38. Neglects to communicate to management what they are doing
- 39. Appears to have an alcohol or drug problem that is influencing their work
- 40. Cannot accept constructive criticism
- 41. Shows a lack of respect when speaking to their supervisor
- 42. Is going out on a leave of absence
- 43. Is constantly late for meetings
- 44. Always has an excuse for not getting things done
- 45. Shares confidential or proprietary information
- 46. Has an unwillingness to confront problems head-on
- 47. Is beginning or modifying a flexible work arrangement
- 48. Telecommutes but never seems to be reachable when needed
- 49. Is being placed on a performance plan or receiving a disciplinary warning
- 50. Is exiting the business either voluntarily (resignation) or involuntarily (termination)

Proper and timely documentation *protects your organization* and *provides clear expectations* to your employees.



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