

PERSONNEL
PROBATION/UNSATISFACTORY PERFORMANCE

Corrective Action Plan

It is the Association's intent to apply its policies, rules and regulations with equal consideration to each staff member.

Department Directors, supervisors and Human Resources are responsible for enforcing all personnel policies, rules and regulations with staff under their supervision and shall be responsible for ensuring that their staff is aware of all employment requirements.

Employees who are aware of staff violating Association policy, rules and regulations shall notify Human Resources.

Every effort shall be made to speak with staff who violate policies, rules and regulations governing their employment, prior to any disciplinary action being taken. Depending upon the violation, and when appropriate, progressive discipline shall be applied. Disciplinary action shall be in accordance with Association policy, rules and regulations and may, when appropriate, include letters of reprimand, negative performance appraisal reports, loss of pay for services not performed or tardiness, probation, suspension or dismissal.

Disciplinary action shall ensure nondiscriminatory application, differentiate between a second offense of the initial type and a "second offense" unlike that for which the employee was initially reprimanded, and ensure procedural due process through the Association's employee grievance procedure.

If at any time the job performance of a staff member is unsatisfactory, the Department Director may place the employee on a corrective action plan. No employee shall be eligible for performance increments while on corrective action plan. Improvement objectives shall be written and communicated to employees placed on a written corrective action plan and efforts shall be made to assist them in achieving their improvement objectives. Employee requests for accrued paid time off, inclusive of vacation, sick and personal time, will not be approved while on corrective action plan. Any time missed from work will extend the corrective action plan period. The performance of the employee may be evaluated prior to or at the end of the corrective action plan. At that time the employee may be removed from corrective action plan, demoted or dismissed.

Authority: BD 12/82
 BD 5/89
 BD 9/94
 BD 10/00
 BD 11/00
 BD 3/02
 BD 11/03

See Also: GO/4115R

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PROBATION/UNSATISFACTORY PERFORMANCE

GO/4115.2
GO/4116
GO/4117
GO/4117.4
GO/4117.5

Corrective Action Plan (continued)

Suspension

When in the opinion of the Executive Director an employee's job performance or conduct justifies disciplinary action short of dismissal or demotion, the Executive Director may suspend the employee without pay for a specific period of time.

Authority: BD 5/78
BD 10/00

See Also: GO/4115.1
GO/4117.4