

PERSONNEL
EMPLOYEE CORRECTIVE ACTION PROCEDURES

Employee Corrective Action Procedures

The intent of this process is to communicate to an employee as early as possible a problem or concern interfering with performance and appropriate steps to correct this. It is also the intent of this process to administer this corrective action in a positive and constructive manner.

Corrective action may be used in situations in which an employee has poor job performance, unacceptable conduct, excessive absenteeism, or violated an Association policy. In such situations, progressive disciplinary action steps will be followed. However, in certain circumstances, and at the Executive Director's discretion, the Association may impose action up to and including termination of employment, without prior notice or corrective action, and without progressing through each step of the disciplinary action procedures. This will be dependent upon the nature and severity of the occurrence. If the employee's supervisor determines that an employee has developed poor job performance, unacceptable conduct, excessive absenteeism, or has violated a policy, he/she shall contact the Human Resources Manager to discuss the issue, review documentation, and determine the appropriate action. The Human Resources Manager and the supervisor are responsible for determining the severity of the offense and making the Executive Director, and General Counsel when necessary, aware of the situation.

Verbal Warning

The employee's supervisor will meet with the employee to discuss poor job performance, poor conduct, excessive absenteeism and/or a policy violation. The supervisor will not complete a corrective action form. He/she shall document an outline of the meeting immediately following and maintain it in his/her employee relations file. A verbal warning may be a precursor to a first written warning.

Purpose of Verbal Warning Meeting

The employee's supervisor may decide to conduct a verbal warning meeting to address the situation with the employee. The purpose of the verbal warning meeting will be to:

- A. Provide the employee with an understanding of why corrective action is being initiated.
- B. Provide the employee with the opportunity to agree to follow Association policy or improve job performance.
- C. Develop a plan of action between the supervisor and employee that will include:
 - An outline of expected job performance/or adherence to Association policy.
 - A timeframe in which improvement will be measured by the supervisor.
 - Scheduling the date of a follow up meeting between the supervisor and the employee to appraise the situation.

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- Making clear to the employee what will occur if adherence to Association policy, job performance, excessive absenteeism or conduct improvement is not evident.

Corrective Action Procedures

First Written Warning- A first written warning will be used to document and alert the employee of a pattern of poor job performance, poor conduct, excessive absenteeism, and/or a policy violation that cannot continue.

Second Written Warning- In situations in which a continued pattern of poor job performance, unacceptable conduct, excessive absenteeism, or policy violation occurs, the supervisor will meet with the employee. A second written warning will be used to document and alert the employee of a continued pattern of poor job performance, unacceptable conduct, excessive absenteeism, and/or a policy violation that cannot continue.

Documenting and Conducting the Corrective Action Meeting

The Human Resources Manager and the supervisor will complete the Association's Employee Corrective Action Report form (see GO/4115.1E) prior to the corrective action meeting. Documentation should:

- Define the specific job performance problem, behavioral issue, excessive absenteeism or policy violation
- Refer to any previous discussions or disciplinary actions
- Outline the corrective action to be taken
- Establish a specific time period for completion of the corrective action

The supervisor will meet with the employee to conduct the corrective action meeting and must inform the employee during the corrective action meeting that the form will be maintained in the employee's personnel file in the Human Resources. During the meeting the supervisor should:

- Note any comments made by the employee
- Be factual, objective, and specific
- Not be harassing or punitive

Once the form is completed and the meeting has taken place, the supervisor must forward the original, signed form to the Human Resources Department for filing in the employee's personnel file. Copies of the corrective action form will be retained by the supervisor and the employee.

In addition to a first written warning or a second written warning, the following action may also apply:

Suspension- Pursuant to GO/4117.5, the Executive Director may suspend an employee without pay for a specific period of time. Depending upon the severity of the policy violation, unacceptable conduct, and

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excessive absenteeism, and/or unacceptable job performance, suspension may occur within any of the progressive disciplinary action steps.

While on a corrective action plan employees whose salary is below the minimum upon adoption and implementation of the annual salary guide shall be maintained at their current salary until their annual evaluation, at which time their salary may be increased based upon performance. See GO/4140.

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See Also: GO/4140