

PERSONNEL

**NEW JERSEY SCHOOL BOARDS ASSOCIATION  
EMPLOYEE CORRECTIVE ACTION REPORT**

**PERSONAL DATA**

Name \_\_\_\_\_ Position \_\_\_\_\_

Department \_\_\_\_\_ Date Hired \_\_\_\_\_ Date Prepared \_\_\_\_\_

**TYPE OF CORRECTIVE ACTION**

Reason for Corrective Action:     Performance                       Unacceptable Conduct  
    Violation of Policy or Business Practice

Corrective Action:                       First Written Warning  
    Second Written Warning

In addition to a First or                       Disciplinary Probation for \_\_\_\_\_ Wks/Mos  
Second Written Warning                       Suspension for \_\_\_\_\_ Days  
Other Action May Apply:                       With Pay                       Without Pay  
    Termination Recommendation  
    Other

**DISCIPLINARY ISSUE AND CORRECTIVE ACTION**

State the nature of the problem, (including date(s), time(s), and circumstances, as appropriate):

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PERSONNEL

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**NEW JERSEY SCHOOL BOARDS ASSOCIATION  
EMPLOYEE CORRECTIVE ACTION REPORT (continued)**

Outline the corrective action and expected performance: -

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Establish a timeframe for resolution of the problem, if appropriate:

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State the consequences of failure to perform at the expected level:

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Identify any attached documentation:

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**I have read and understand the above.**

Employee \_\_\_\_\_

Date \_\_\_\_\_

**N E W J E R S E Y S C H O O L B O A R D S A S S O C I A T I O N**

**GOVERNANCE & OPERATIONS**

**FILE CODE: GO/4115.1E**

**PERSONNEL**

Director/Supervisor\_\_\_\_\_

Date\_\_\_\_\_

HR Manager\_\_\_\_\_

Date\_\_\_\_\_

**Please note comments on reverse side or attach comments on separate sheet.**