

Corrective Action

Applies to: All employees

Policy Statement:

Situations sometimes arise when an employee's job performance does not meet the College's standards. Some examples include, but are not limited to, an employee's inability to perform his or her job duties, his or her engaging in disruptive behavior, or his or her poor attendance, misconduct, or violation of College policies.

Because an employee's unsatisfactory performance can result in serious consequences, up to and including his or her employment being terminated, the supervisor should address these situations promptly. College policy requires that the supervisor inform the employee involved of the nature of the problem and, except in cases of criminal or other serious misconduct, give the employee a reasonable opportunity to correct the situation. The College's policy is that an employee should not be retained in the position if his or her unsatisfactory performance continues.

Please refer all questions regarding appropriate corrective action procedure to your human resources consultant.

Procedure:

Managers will typically consider the following steps when dealing with unsatisfactory job performance:

- Verbal Counseling
- Verbal Warning
- Written Warning
- Discharge or Final Written Warning

A manager may immediately suspend (without pay) an employee or may place him or her on paid administrative leave during an evaluation or investigation after consulting with the Office of Human Resources.

Note: An employee may initiate a request to the grievance committee only after receipt of a written warning or discharge notice subject to the conditions and restrictions set forth in the [Basic Grievance Policy](#). Informal grievances through the employee's department may be considered at any time.

Documentation:

A written record of corrective action will be maintained in the employee's central personnel file.