

PROGRESSIVE CORRECTIVE ACTION PLAN PROCEDURES

Certain standards of performance and conduct must be maintained in any work group. Generally these standards are recognized and observed by individual members of the work group without any need for action by a supervisor. However, correcting unsatisfactory performance is a vital function of management.

Except in cases of flagrant misconduct, the following procedures should be followed when dealing with performance or behavior problems. The steps are aimed at rehabilitating the employee and supervisors should assume that all employees want to be productive. The first step is counseling the employee regarding the unsatisfactory performance. In most cases, no further action will be required. If, however, the unsatisfactory performance has not been corrected, the employee should receive a written reminder emphasizing the importance of the situation, describing the deficiency, specifying the time to correct the deficiency, and describing the consequences of failing to correct the deficiency, including possible loss of pay or discharge. If the deficiency has still not been corrected, a final warning should be given with continued unsatisfactory behavior resulting in formal discipline including, without limitation, loss of pay or discharge. Ultimately, the immediate supervisor, along with consultation with the vice president in charge of their department and the Human Resources department determines the appropriate discipline based upon the circumstances in each case.

In cases involving dereliction of duty or serious misconduct, you may be suspended without prior notice, pending review within three (3) working days. In such cases, your salary may be terminated immediately. The College may also terminate the employment relationship without following any particular series of steps whenever it determines, at its own discretion, that such action should occur.