

# 1310 Corrective Action

Effective Date: 7/1/2024 | Last Reviewed: 7/1/2024 | Old Policy Number: E3.40

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Employees are subject to a progressive corrective action approach. This policy is applicable to all employees (staff and faculty), excluding those limited faculty matters governed by [Policy 2507](#). Documentation of corrective meetings and actions will be retained in the employee's personnel file.

The College aims to establish and uphold standards of employee conduct that enhance effective operations to benefit the College and its workforce. These standards include the fair and consistent administration of a progressive corrective action process.

The objectives of this program are:

1. Informing employees of unsatisfactory job performance or improper behavior.
2. Clarifying expectations for satisfactory performance and behavior.
3. Providing guidance on steps to improve job performance or correct behavior.
4. Reviewing the progressive corrective policy and ensuring employees understand potential consequences if performance or behavior remains unsatisfactory.

The progressive corrective action involves four stages, unless the College deems an infraction severe enough to bypass steps:

1. Verbal Warning, documented in the employee's personnel file.
2. Written Warning, with a copy kept in the employee's personnel file.
3. Suspension, with a documented notice in the employee's file.
4. Termination, with a documented termination notice in the employee's file.

No supervisor may issue a verbal or written warning, suspension, or termination without prior consultation with the Assistant Vice President of Human Resources.