

Corrective-Action Process

The corrective-action process is designed to encourage development by addressing disciplinary problems or by providing the employee guidance for meeting the standards in areas that need improvement. The corrective-action process formally documents problems while providing an employee a reasonable timeframe to improve performance. If an employee continues to fail to meet the expectations outlined in a corrective-action process, the consequence may be termination of employment. A copy of the corrective-action process or plan is placed in the employee's personnel file in the Human Resources Department.