Policy ID: ADM-HUM-23 Revision 1 .15 Status: C

Title: Corrective Action Guidelines
Description: Guidelines for addressing unacceptable attendance, performance or behavior/conduct issues.
Category: Human Resources
Applies to: Staff,Faculty
Contact: Human Resources

Purpose: UCO has a comprehensive Corrective Action Policy. The purpose of corrective action is to address unacceptable performance, actions, or behaviors with progressive steps of discussion and documentation to clarify, as necessary, the University's expectations and the employee's personal responsibilities in meeting and maintaining those expectations.

The goal is to maintain the employee's employment. However, as is true at all times during an employee's employment with the University, employment is not for any specific time and may be terminated at will, with or without cause and without prior notice. Faculty should also review related information in the Faculty Handbook.

Policy Statement:

Policy Definitions

Unacceptable performance or behaviors typically fall within the following defined categories. Examples are offered for each, but are not meant to be all-inclusive for any given category:

- **Attendance —** Expectation that an employee will be at work, on time, for the full duration of the scheduled work shift, including scheduled overtime and on-call assignments, every day that the employee is scheduled to work, with minimal *unscheduled* absences, leaves early or tardies.
- **Performance** — Problems with the quantity and/or quality of an employee's work. Not meeting goals and/or deadlines; complaints from customers — internal or external; time management issues; etc.
- **Conduct** — Failure to comply. Violation(s) of standards, rules, policies, procedures, practices, or processes; insubordination; behavior that is aggressive, confrontational, or counter-productive.

Provisions

Listed are the levels of discussion and documentation, progressing in seriousness as needed, up to and including termination. The supervisor should communicate the specific variation(s) between expectation and actual performance. To the extent possible, the employee should be involved in determining the remedial initiatives required to bring about full compliance and/or acceptable performance to ensure employee agreement and acceptance of personal accountability.

- Correction Discussion
- Written Reminder
- Final Written Reminder
- Decision-Making Leave
- Termination of Employment

As with positive feedback, Counseling Discussions should be recorded with the date, a summary description of expectation vs. actual performance or behavior, and made a part of the employees next IPP.

Correcting and maintaining performance or behavior for a period of time will allow an employee to deactivate the corrective action documentation in his or her file. Deactivation is accomplished through neutralization. That is, electronic employee files don't permit "removing" the document, so documentation is neutralized (deactivated) by the *employee requesting* his or her current supervisor document the employee's performance/behavior now that the active duration period has expired. Below is the eligibility timeframe for neutralization.

Step	Active Duration – Performance Period
Written Reminder	6 months

Final Written Reminder	12 months
Decision Making Leave	18 months

The severity of an unacceptable performance or behavior may warrant starting at, or moving along, the steps of corrective action more rapidly. When variation is being considered, supervisors may consult with Employee Relations and Development in the Offices of Human Resources to consider the appropriate course of action. Reasons for such a decision may include but are not limited to:

- Deliberate violation, and/or multiple violations.
- Employee fails to demonstrate notable progress, or lacks a willingness to make improvements.
- When the supervisor is of the opinion that remedial efforts are unlikely to be successful.
- If employee refuses to commit to the outlined success steps, or fails to demonstrate a good faith effort to improve performance or correct behavior.

➢ Examples of unacceptable conduct that may be cause for ***immediate*** *termination* include, **but are not limited to:**

- Falsification of a company record or document —deliberate or willful falsification, omission or alteration.
- The sale, purchase, use or possession of alcohol, an illegal drug, or any other controlled substance on any University grounds, or while conducting company business.
- Violation of the Electronic Information Systems Policy and/or Practices.
- Insubordination, which is defined as willful refusal or failure of an employee to perform a task, or comply with a directive, instruction or request by management.
- Unethical or illegal conduct in the course of employment or off-duty conduct that result in a criminal charge or conviction that may affect the workplace or image of UCO, or other off-duty conduct that may negatively impact the workplace or image of UCO.
- Possession of a firearm, explosive or other deadly weapon including the conversion or threatened conversion into a weapon of any object used in the workplace.
- Reckless disregard for, or willful violation of, any safety or security rule where such disregard or violation endangers the safety of any person, or the property of the University, student, or another employee.
- Verbally or physically harassing, coercing, intimidating or threatening a co-worker, supervisor, customer, student, or visitor.
- Fighting, provoking or initiating a fight or the use of threatening, abusive, intimidating or coercive language or gesture during work hours or while on University properties.
- Gross neglect of duties or job responsibilities.
- Obtaining other employment or working elsewhere during a leave of absence without approval.

Definitions/examples provided are guidelines only, and do not include all possible offenses in any given category.

Any recommendation for a decision-making leave or termination should be reviewed by Human Resources. An employee will have an opportunity to speak with Human Resources to offer information, ask questions and be given answers prior to a termination action.

Glossary of Terms:

Legal Citation:

Campus Links:

FAQs:

Formerly known as: Positive Discipline

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