

# **Progressive Corrective Action Policy**

## **Summary**

The university's policy on infractions that require progressive corrective action.

## **Purpose**

To provide guidance to employees on when to enact progressive corrective action.

## **Policy**

When possible and appropriate, a series of progressively serious corrective actions designed to improve performance should be taken prior to dismissal. The steps outlined below are meant to provide examples and guidelines only. Depending on the nature of the infraction, it may be more appropriate to increase or decrease the number of steps outlined below.

Under progressive corrective action procedures, verbal counseling is generally recommended as the first step depending upon the nature of the infraction. Counseling involves a discussion between a supervisor and an employee about a work performance problem. If the problem is not resolved through verbal counseling, further action should be taken in the form of a verbal discussion and warning of corrective action to include expected plan outcomes.

Should initial counseling, followed by a corrective action plan, not resolve the problem, a written plan may be prepared by the supervisor. This plan is discussed with the employee, signed by both the supervisor and the employee, and a copy is placed in personnel files. The employee may make a written response to the plan and have this response placed in the file.

Should the problem not be resolved with the first written plans of corrective action, the supervisor may consider a written warning. The next step may be suspension or possible discharge.

An employee terminated for deliberate malfeasance (i.e., theft, assault, deliberate and serious violation of University rules or policies, or serious insubordination) shall have no right to notice (excepting the five day appeal mandated by Board of Regents policy).

Termination for cause shall be the responsibility of the immediate supervisor; however, prior to termination, the supervisor shall notify both their immediate supervisor and the Director of Human Resources of the impending dismissal.

Employees have the right to appeal terminations as outlined in the Grievance section of this handbook.

## **Related USG Policy**

Human Resources Administrative Practice Manual

## **Last Update**

6/5/18

## **Responsible Authority**

CSU Human Resources