



- b. The immediate supervisor should approach corrective measures in an objective manner.
  - c. If the employee's performance of assigned task is the issue, the supervisor should confirm that proper instructions, appropriate orientation and adequate training have been provided and that the employee is aware of job expectations. Supervisors should identify both single incidents and patterns of poor performance.
  - d. If misconduct is the issue, the supervisor should take steps to ensure that the employee is aware of the policies and expectations regarding employee conduct.
  - e. If, in either case, appropriate instruction or information was not communicated to the employee, the supervisor should promptly develop a plan for delivering such instruction or information and should review the content with the employee.
- C. In general, the University attempts to address misconduct or unsatisfactory performance on the part of employee through progressive discipline, up to and including termination of employment, depending on the circumstances of any particular case.
- D. The University reserves the right to take more serious corrective action including termination without going through prior corrective action whenever circumstances warrant. The decision to use or not to use any one of the corrective action levels is solely within the discretion of the University.
- E. Nothing in this policy is intended to modify the at-will nature of employment policy. -Will Employment
- F. The University may

or more of the following levels of correction actions, at its discretion.

1. Documented verbal warning: A verbal warning occurs when a supervisor verbally counsels an employee about an issue of concern. A written record of the discussion is created by the supervisor, typically noting the date of the conversation, the facts of the performance concern, the expectations of job performance and improvement that was discussed with the employee. The verbal warning documentation is placed in the employee's personnel file for future reference.
2. Written warning: A written warning is issued when behavior or performance does not meet expectations or is a violation of policy, or if a documented verbal warning has been issued and has not helped

specific discipline issued in any case will depend upon the totality of the facts and circumstances, including the severity of the performance issue or violation of University policy.

- J. Corrective actions that occurred more than two years prior will not be University and eligibility for promotion or transfer.
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and are considered as part of an employment history.
- L. Employees who feel that the corrective action issued to them is unjustified, not consistent with University policy or practice, or in which all facts have not been considered, can seek an appeal as provided in

4. Follow expected health and safety measures and do not engage in conduct that results in harm, damage, endangering, or destruction to life or property.
5. Follow the provisions of the Tobacco Free Campus Policy.
6. Act professionally and use appropriate language, and avoid using obscenities or making verbal or written statements of a defamatory nature in the work setting or that is offensive to or demeaning of members of the University community or visitors.
7. Maintain the highest integrity and ethical standards consistent and be truthful and accurate on University documents, information technology/computer records, employment applications, authorizations, records, or reports, including time records.
8. Do not misrepresent or misuse authority.
9. Safeguard University property, purchasing credit cards,



Drug-Free Workplace Policy

Hiring Policy

Substance Abuse Policy

Workplace Harassment Policy

Firearms and other Weapons

**VII. ATTACHMENTS**

A. [Corrective Action Report](#)

B. [Instructions for using Corrective Action Report](#)