



# NOTICE OF CORRECTIVE ACTION

(Read instructions on reverse of form.)

EMPLOYEE \_\_\_\_\_ DATE \_\_\_\_\_

POSITION \_\_\_\_\_

DEPARTMENT \_\_\_\_\_

**FIRST REPRIMAND** Date: \_\_\_\_\_

**SECOND REPRIMAND** Date: \_\_\_\_\_

**FINAL WARNING/**  **SUSPENSION** Date: \_\_\_\_\_

NUMBER OF DAYS \_\_\_\_\_ START \_\_\_\_\_ END \_\_\_\_\_ RETURN DATE \_\_\_\_\_

**TERMINATION**

**SUSPENSION PENDING INVESTIGATION**

**REASON FOR ACTION:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EXPLANATION:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Attach additional sheets if necessary)

**EXPECTATIONS:**

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Immediate Supervisor

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Vice President  
(Suspensions, Final Warnings,  
and Terminations)

**DISTRIBUTE COPIES TO:**

- **Employee** Sign here for receipt \_\_\_\_\_ Date received \_\_\_\_\_  
Given opportunity to sign \_\_\_\_\_ Date presented \_\_\_\_\_
- **Employee Relations** \_\_\_\_\_ Date sent \_\_\_\_\_

## INSTRUCTIONS

1. In Section 1 at the top of the form, enter the employee's name, position, and department and the date on which the Notice of Corrective Action was prepared.
2. In Section 2, check the type of corrective action being taken.
  - a. Except for situations involving absenteeism/tardiness or a major infraction, you may advance to the next step of corrective action within the time frames specified below:

Second Reprimand	within 12 months of a First Reprimand
Suspension	within 12 months of a Second Reprimand
Termination	within 15 months of a Suspension
  - b. Corrective action for absenteeism/tardiness operates on a rolling twelve month calendar. The type of corrective action to take depends upon the number of times the employee was absent in the preceding twelve months. Contact Employee Relations for advice.
  - c. Corrective action for major infractions does not have to advance through progressive steps.
3. If this is other than a First Reprimand, enter the dates of previous First and Second Reprimands and Final Warnings or Suspensions in the spaces provided in Section 2 of the form.
4. For a third step corrective action, indicate whether this is a Final Warning or a Suspension. Final Warnings should be given as the third step in corrective action for absenteeism/tardiness. In all other situations the third corrective step should be a suspension. **Contact Employee Relations prior to suspending any employee.**
5. For a third step Suspension, enter the length of the suspension in days, the first day of the suspension, the last day of the suspension, and the day the employee is supposed to return to work.
6. Suspensions Pending Investigation should be given while determining what final corrective action to take regarding an employee. Always suspend an employee suspected of committing a major infraction pending investigation. Then contact Employee Relations. Suspensions Pending Investigation are for an indefinite period of time. **Do no enter start and end dates for a Suspension Pending Investigation.** Suspensions Pending Investigation should be indicated by checking the second box on the last line of Section 2 of the form. Suspensions Pending Investigations are without pay for the first 2 weeks. After the second week, employees must be paid their regular salary.
7. **Always contact Employee Relations prior to terminating any employee.**
8. In Section 3, typical reasons for Correction Action include "Excessive Absenteeism/Tardiness," "Unsatisfactory Performance," and "Violation of the Standard of Conduct related to . . . "
9. In Section 4, describe the events leading up to the Corrective Action. Attach additional sheets if necessary.
10. In Section 5, explain what action you expect of the employee in the future. For terminations, the only expectation is that the employee will return all hospital property before receiving the last pay check.
11. In Section 6, all Corrective Action forms must be signed by the employee's immediate supervisor and director. Vice Presidents must sign all Final Warnings, Suspensions (but not Suspensions Pending Investigation), and Terminations.
12. When discussing the corrective action with the employee, ask him/her to sign and date at the bottom of the form. This is only to indicate that the employee has received the form. If the employee refuses to sign, initial and date the space which indicates that he/she was given an opportunity to sign.

## DISTRIBUTION

1. Give one copy to the employee.
2. Forward one copy to the Employee Relations Department.
3. Keep one copy for your files.

**NOTE:** **If copies of the Correction Action Form are not given to the employee and the Employee Relations Department, the corrective action will not be valid. For misconduct or performance issues, a copy of the Corrective Action Form must be received in Employee Relations within 2 weeks of the infraction that caused the action to be taken. For attendance issues, the form must be received in Employee Relations within 1 month of the occurrence leading to the action.**