

CORRECTIVE ACTION POLICY

The Diocese endorses the use of progressive corrective action in which employees receive notice of deficiencies and opportunities to improve. When employees do not comply with the Diocesan standards of behavior and performance, supervisors are to follow the procedures outlined in this policy to gain compliance. Supervisors may apply the steps, as they deem necessary and appropriate. These procedures are not intended to alter the employment at will relationship or in any way restrict the Diocese's right to bypass the corrective procedures suggested.

Procedures

It is important that disciplinary action be handled in the spirit of Christian charity and carefully documented.

Every effort should be made to resolve personnel problems before they require formal corrective action. Typically, guidance and direction can be provided by the informal feedback expected between employees and their supervisors. Occasionally, however, the need will arise to formally inform an employee that a performance issue must be corrected.

To ensure that a problem and suggested remedies have been clearly communicated to the employee, the following process should be followed as appropriate:

- The employee will be corrected orally by the supervisor during a meeting to discuss the matter. The employee will be informed of the nature of the problem and the action necessary to correct it. After listening to the employee, an improvement plan is to be formulated. It is advisable to keep notes of the meeting and the discussion.
- If the employee does not respond positively to the oral correction, the employee will be given written notice of the non-compliance. All written statements shall include specific expectations, reasonable timelines, follow up dates and consequences of non compliance. Copies should be given to the employee and placed in the personnel file of the employee. It is advisable that the employee signs the document that will go in his/her personnel file acknowledging receipt.
- If improvement is evidenced within the time frame, the supervisor shall document in writing the examples of the improvement, with copies for the employee and the personnel file.
- If improvement is not evidenced within the noted time frame, further disciplinary action or dismissal may be pursued.
- Employees may reply in writing to the written disciplinary statement. A copy will be placed in the employee's personnel file.

Note: The following form may be used as a record of corrective action and/or communication of expectation. The Supervisor and employee must sign it, the employee is to receive a copy and the original is to be kept in the employee's personnel file for future reference.

RECORD OF CORRECTIVE ACTION

**Diocese of Salt Lake City
Record of Corrective Action and/or Communication of Expectation**

Employee Name: _____

Position/Title: _____

Location: _____ Date: _____

Corrective Action Taken

- Verbal Notice 1st Written Warning 2nd Written Warning 3rd Written Warning
 Unpaid Suspension: _____ Days Recommend Termination

Action/Behavior to be addressed: (Provide an accurate statement of what happened including time, date, and how this interferes with work environment, business operations or general team's well being.)

Corrective Action Plan

Expectation _____ Date to be achieved _____

A review for completion of this Corrective Action Plan to be completed by Employee and Supervisor no later than: _____

Continued violations or failure to improve performance will result in further corrective action up to and including termination of employment.

Employee Comments:

Employee Signature

Date

Supervisor Signature