

Three Corrective Categories

1. Coaching and Mentoring

Coaching and mentoring start with setting expectations but once an issue arises, we should address it. Tools available at this step include a *Verbal Warning*, usually summarized in a follow up document sometimes called a *Summary of Meeting*, (or at least documented for the supervisor's file) or a *Performance Development Plan*. Also in this stage is the opportunity to evaluate what additional training, coaching or mentoring an employee may need to help his or her success.

2. Corrective Action

Corrective action typically includes a *Letter of Warning* or a *Letter of Reprimand*. When warranted, *Performance-Related Probation* for a period between 30 and 90 days may be appropriate. With probation, comes the requirement for the supervisor to include sufficient clarity and direction, either through a *Performance Development Plan* or some other means.

3. Discipline

Discipline may include suspension without pay, involuntary demotion, involuntary transfer, revocation of driving privileges (in some cases), disciplinary reduction in pay, (temporarily or permanently) or termination. Our due process system requires us to provide adequate notice to an employee called *Notice of Contemplated Action* which gives the employee an opportunity to respond to the notice prior to the application of any discipline. Discipline or a Notice of Contemplated Action usually follow either an act or omission that falls within the interpretation of adequate cause or after unsuccessful efforts by the department to help an employee improve or correct their work performance.

Notice of Contemplated Action

This is the form and the process used by the University to provide an employee facing disciplinary action, an opportunity to respond to the contemplated action before discipline is administered. This process must be coordinated through HR and the General Counsel's office. Although the outcome is often dismissal, it doesn't have to be. Sometimes things are learned through this due process that prompt the University to take an action different from that which was originally contemplated or even no action at all.