

EKU CORRECTIVE ACTION NOTICE

Employee Name: _____ Date: _____

Position: _____ Hire Date: _____

Statement of Misconduct/Performance including dates: (attach additional paper if more room is needed)

Describe circumstances and the negative effects on the department or University: (attach additional paper if more room is needed)

Expectations and Actions to be taken: (State specific performance changes and time period for improvement)

EXPECTED PERFORMANCE CHANGES	TIME PERIOD

Follow-up Date: _____

Previous Misconduct: (if any, give detailed account of Misconduct/ performance and also whether any action was taken previously)

Employee Statement of incident: (attach additional paper if more room is needed)

DESCRIPTION OF CONDUCT (CLASSIFICATION AND DESCRIPTION)

Classification (Check One)

- Gross Misconduct
- General Misconduct
- Unsatisfactory Performance

Action (Check which action applies)

- Final Warning
- Coaching
- Performance Improvement Plan
- Administrative Leave
- Written Warning
- Administrative Leave Canceled
- Termination (Grounds for immediate dismissal would include Insubordination and Falsification of employment application but are not limited to these)
- Other (If other Action taken, give details and reason(s) why):

CANCELLATION OF DISCIPLINARY PROCESS

Employee Acknowledgment:

This notice has been discussed with me and I have had the opportunity to respond.

Supervisor's Acknowledgment:

Employee's Signature

Date

Supervisor's Signature

(Employee's signature indicates receipt of form and does not necessarily indicate agreement).

Notice to Employees:

Employees are encouraged to discuss performance problems with their immediate supervisor. However, if you feel you have been unfairly treated, you may promptly follow the grievance procedure described in the Handbook. Contact your Human Resource representative if you have any questions.

Distribution: One Copy: Maintain in Employee's Personnel File. One Copy: Keep in Department File. One Copy: Give to Employee.

CLASSIFICATION AND DESCRIPTION OF MISCONDUCT

Gross Misconduct:

Gross Misconduct is an infraction so severe that an individual can be given a Final Warning, placed on Administrative Leave or Terminated without any prior warning. Some examples are (this is not a comprehensive list):

<ul style="list-style-type: none">• Theft, fraud or embezzlement• Disclosure of confidential information• Conviction of a crime, whether or not related to the University, that would have precluded employment. (If arrested for such a crime, the individual will be placed on Administrative Leave, without pay, pending outcome of trial or hearing.)• Falsification of University documents• Sale, possession or use of drugs/alcohol in University Premises or University time.• Use or possession of weapons in University premises or University time.• Willful alteration of time keeping records.	<ul style="list-style-type: none">• Assault or threatening bodily harm to another.• Insubordination• Intentional damage or destruction of University Property.• Discrimination or sexual harassment• Misuse of University property, services or employment relationship.• Use of profane, abusive or threatening language toward a customer.• Willful conduct resulting in a loss of University assets.• Incarceration of five or more consecutive days• Job abandonment (No call or no show for 3 consecutive work days)
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General Misconduct:

General Misconduct is a violation of University Policy or Procedure which poses no immediate threat of harm or destruction to customers, employees, suppliers, or property, and which should be corrected through a progressive process. Some examples are (This list is not a comprehensive list):

<ul style="list-style-type: none">• Violation of Dress Code• Failure to follow work schedule (excessive absences and tardiness).• Smoking in unauthorized areas.• Horseplay	<ul style="list-style-type: none">• Improper conduct affecting Customer Service such as rudeness, leaving a customer to go on break, etc.• Failure to follow Job Instruction
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Unsatisfactory Performance:

Unsatisfactory Performance occurs when overall job performance does not meet the University's minimum standards. The performance issues should be addressed first through coaching, and if sufficient improvement is not seen, Progressive Discipline may be used. Some examples are (this is not a comprehensive list):

<ul style="list-style-type: none">• Unsatisfactory quality of work, such as cashier with excessive errors.• Negligence to the Performance of assigned job Duties.	<ul style="list-style-type: none">• Unsatisfactory Attendance/Punctuality• Not meeting work performance standards, for example: excessive labor, excessive cost, failure to meet our standard for CHAMPS, etc.
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