



NOTICE OF CORRECTIVE ACTION

Employee's Name/Title	Location/Department	Supervisor's Name
Date of Hire:		

Violation(s)

- | | | |
|--|--|---|
| <input type="checkbox"/> Attendance
<input type="checkbox"/> Tardiness
<input type="checkbox"/> Insubordination
<input type="checkbox"/> Conduct
<input type="checkbox"/> Endangerment to others | <input type="checkbox"/> Offensive or Abusive
<input type="checkbox"/> Safety/Carelessness
<input type="checkbox"/> Willful Damage to Property
<input type="checkbox"/> Harassment
<input type="checkbox"/> Falsification of Documentation | <input type="checkbox"/> Violation of Connections
Credit Union Policy/
Procedure or Other
(indicate policy/procedure): |
|--|--|---|

Violation Statement (attach any supporting documentation)

Date of Violation:
 Place of Violation:
 Statement of Violation:

Disciplinary Action

** Options below to be completed by Supervisor, in consultation with HR:*

- | | |
|---|--|
| <input type="checkbox"/> Verbal counseling <i>(no EE signature required)</i>
<input type="checkbox"/> Written counseling/reprimand 1st 2nd
<input type="checkbox"/> 3rd Written reprimand
<input type="checkbox"/> Final warning | <input type="checkbox"/> Disciplinary probation months (up to 12)
<input type="checkbox"/> Suspension w/o pay days (up to 5)
<input type="checkbox"/> Demotion
<input type="checkbox"/> Termination |
|---|--|

Date(s) of previous disciplinary action:

Corrective Action(s) to be Taken

Corrective Actions/Timeframe:

I acknowledge that I have received and read a copy of this Notice of Corrective Action, although I may not necessarily agree with its contents. I further understand that I may provide a written response or rebuttal within three (3) business days, and such response will be attached to this notice and filed in my Human Resources file.

Employee refused to sign.

Employee's Signature

Date

Supervisor's Signature

Date

Progressive Discipline: The forms of discipline start at the lowest level and progress to a higher level, however, Supervisors, HR and the Executive Management Team may immediately administer a higher level of discipline, including termination. The severity of the discipline administered should be no greater than necessary to achieve the desired result.

Verbal Counseling: Used for the first infraction of improper conduct of a minor magnitude; the employee should be aware of the nature of the violation and the improvement expected. A written summary shall be kept on record within the employee's HR department for a period not to exceed twelve (12) months unless the employee receives additional disciplinary action during the twelve (12) month period.

Written Counseling/Reprimand: This action is normally administered for two (2) or more minor infractions, or the first time that an infraction of a more serious magnitude occurs. The written document shall describe the deficiency or infraction involved, review any information concerning previous verbal counseling's, outline the behavior expected in the future, and state the likely consequences for further unsatisfactory performance or conduct. The original of the written counseling shall be signed by both the Supervisor and employee, the employee will be provided a copy of the written counseling, and forwarded to the Human Resources Department to be filed in the employee's Human Resources file. The employee may attach a written rebuttal, but may not appeal.

Final Written Counseling/Reprimand If the employee's personal life situation, lack of skills, or other factors cause him/her to lose value as an employee so that he/she is performing at an unsatisfactory level, the employee may be directed to seek aid through the Employee Assistance Program (EAP) or be scheduled for additional training. The employee will be advised that if they fail to seek counseling, training, or assistance after being mandated to do so, he/she may be terminated. The written directive for assistance or training shall be signed by the Supervisor and the employee. A copy of the directive shall be given to the employee and the original will be forwarded to the Human Resources Department to be filed in the employee's Human Resources file or medical file, if appropriate. The employee may attach a written rebuttal, but may not appeal.

Disciplinary Probation: An employee may be placed on disciplinary probation for a period up to one (1) year. A written notice of the disciplinary probation and performance improvement plan that describes the deficiency or infraction involved and that states the likely consequences of further unsatisfactory performance and/or conduct will be prepared, signed by the Supervisor and the employee, and a copy given to the employee. The original of the written disciplinary probation form shall be filed in the employee's Human Resources file. The employee may attach a written rebuttal

Suspension: An employee may be suspended without pay for up to a maximum of five (5) working days within a twelve (12) month period beginning with the first day of the first suspension. The suspension shall be administered by the employee's Supervisor. A written notice of the suspension that describes the deficiency or infraction involved, and that states the likely consequences of further unsatisfactory performance and/or conduct, will be prepared, signed by the Supervisor and the employee, and a copy given to the employee. The original of the written suspension form shall be filed in the employee's Human Resources file. The employee may attach a written rebuttal and appeal.

Demotion: An employee may be demoted and such demotion shall include a reduction in pay. The employee's Supervisor shall administer the demotion. A written notice of demotion shall describe the deficiency or infraction involved, and states the likely consequences of further unsatisfactory performance and/or conduct. The written demotion form shall be signed by the Supervisor and the employee, and a copy given to the employee. The original of the written disciplinary demotion form shall be filed in the employee's Human Resources file, but the employee shall not be disqualified from consideration for later pay increases or promotion based upon performance, if pay for performance criteria are met. The employee may attach a written rebuttal and appeal.

Final Warning: Used as a final reminder that additional infractions may lead to further disciplinary actions up to and including termination. The original of the written counseling shall be signed by both the Supervisor and employee, the employee will be provided a copy of the written counseling, and forwarded to the Human Resources Department to be filed in the employee's Human Resources file. The employee may attach a written rebuttal, but may not appeal.

Termination: Such action is usually reserved for a most severe violation of a rule, regulation, policy, procedure or law; for continued occurrences of minor offenses; or for failing to correct behavior that has resulted in previous disciplinary action. A written notice of dismissal describing the deficiency or infraction involved will be signed by the employee's Supervisor and given to the employee. A copy of the notice of dismissal shall be filed in the employee's Human Resources file. The employee may attach a written rebuttal and appeal.