

— CORRECTIVE ACTION CHECKLIST —

Please follow this checklist when administering Corrective Action.

Verbal Warning:

- Ensure you have documentation of behavior warranting corrective action
- Complete Employee Warning Notice with supporting documentation
- Send verbal warning and documentation to HR for review and approval PRIOR to issuing verbal warning
- Present to employee
- Obtain employee signature
- Supervisor signature
- Submit original, signed Verbal Warning and supporting documentation to HR

Written Warning:

- Ensure you have documentation warranting corrective action
- Complete Employee Warning Notice with supporting documentation
- Send written warning and documentation to HR for review and approval PRIOR to issuing written warning
- Present to Employee (have witness present)
- Obtain employee signature
- Supervisor signature
- Submit original, signed Written Warning and supporting documentation to HR

Note: If the employee refuses to sign the warning, the supervisor may indicate the refusal on the form and have the witness sign also. By signing the warning the employee is only agreeing it was presented to him/her. Not agreeing with the content.

Probation/Final warning:

- Ensure you have documentation warranting corrective action
- 30 Days complete with no improvement
- Complete Employee Warning Notice with supporting documentation
- Send final warning with documentation to HR for review and approval PRIOR to issuing final warning
- Present to Employee (have witness present)
- Obtain employee signature
- Supervisor signature
- Submit original, signed Final Warning and supporting documentation to HR.

Discharge:

- 30 Days of Probation Complete
- Complete Employee Warning Notice with supporting documentation
- Send employee warning notice/documentation to HR for review and approval of discharge request PRIOR to terminating employee.
- Termination Meeting with Employee (have witness present)
- Obtain employee signature
- Supervisor signature
- Submit original, signed Warning and supporting documentation to HR
- Refer to Exit Procedures and Exit Checklist