

CONFIDENTIAL

SOUTHSIDE COMMUNITY SERVICES BOARD

Employee Corrective Action Plan

INSTRUCTIONS:

This plan is to be completed by the first-line supervisor within ten (10) workdays of notification to employee that there is a deficiency or deficiencies in their job performance. The completed plan may incorporate input from the employee and is to be reviewed with them prior to its implementation.

The supervisor will provide completed copies to:

- Employee
- Employee's Immediate Supervisor
- Disability Supervisor
- Executive Director
- Human Resource Office

PART I: GENERAL INFORMATION

- Employee's Name: _____
First Middle Last
- Reason for Corrective Action Plan (check one)

___ Unsatisfactory Performance Evaluation
___ Critical Job Performance Incident
___ Employee Standards of Conduct Violation
___ Other (Please provide explanation(s))

PART II: CORRECTIVE ACTION TIMEFRAMES

- Implementation Date _____
Month Day Year
- Completion Date _____
Month Day Year

PART III: SIGNATURES/DATES

- Employee: _____
Name Position Title Work Unit Date
- Supervisor: _____
Name Position Title Work Unit Date

CORRECTIVE ACTION PLAN SPECIFICS (attach additional work plan sheets as necessary)

Specific Job Performance Deficiency(ies)	Specific Planned Actions and Completion Dates	Job Performance Expectations Outcome	Supervisory Review Dates

**SOUTHSIDE COMMUNITY SERVICES BOARD
HUMAN RESOURCE MANAGEMENT INSTRUCTION #95-1**

**A Procedure for the Development and Implementation
of an Employee's Corrective Action Plan**

The utilization of a corrective action plan is to prevent a management action taken as a response to job performance deficiency (deficiencies) by an agency employee. Performance deficiencies can be identified by, but are not limited to:

- A performance evaluation process;
- A critical incident reported to the agency; or
- A violation of the agency's Employee Standards of Conduct.

The responsibility for the development, implementation and employee compliance for a corrective action plan is the first-line supervisor's. Correction action as a process includes the following steps:

1. The first-line supervisor initially meets with the employee who is having job performance deficiencies to achieve an understanding of the related issues, concerns and the need for a Corrective Action Plan;
2. After the initial discussion of the employee's performance deficiencies, the first-line supervisor will provide the subordinate with an opportunity to present input of their ideas, suggestions, etc., related to a Corrective Action Plan. This step would require the employee to utilize the Corrective Action Plan format and complete a draft plan and present it to the supervisor within two (2) workdays of the initial meeting;
3. After getting the input from the impacted employee, the supervisor then develops a complete draft of a corrective action plan using the SCSB's format;
4. When the draft is completed the supervisor will review it with their reviewer (the performance evaluation reviewer) to consult, review, and obtain input;
5. After the meeting with the reviewer, the first-line supervisor will finalize the corrective action plan;
6. Within ten (10) workdays from the initial meeting, the first-line supervisor will meet again with the employee to review the corrective action plan. At the conclusion of this meeting the corrective action plan is to be signed by all parties listed on the form. (Note: The signatures do not indicate agreement with the plan on the part of the employee, but are required to document that a plan has been completed and reviewed.) The corrective action plan is not a disciplinary action. It is a management action that is consistent with its right to manage the agency's affairs and day-to-day operations;

7. After the corrective action is developed and prior to implementation, the first-line supervisor will be responsible to provide copies to:

- **Employee**
- **Employee's Immediate Supervisor**
- **Disability Supervisor**
- **Executive Director**
- **Human Resource Office**

If at any time during the implementation period of the corrective action plan the employee continues to exhibit either performance deficiencies and does not meet the established deadlines stated in the plan and no mitigating circumstances exist, the supervisor will then recommend appropriate disciplinary action to the Executive Director. When this occurs, the Executive Director will take appropriate action in accordance with existing Board policies.

At the end of the timeframes allotted the corrective action plan, the supervisor is to meet with the affected employee and evaluate whether or not the corrective action has been completed and to determine if there are no longer any job performance deficiencies.

After the meeting, the supervisor will then inform the employee as to whether or not the corrective action plan has been completed. If the performance deficiencies continue, the first-line supervisor will have the option of recommending to the Executive Director the continuation of the corrective action plan or recommend formal disciplinary action.

All such decisions regarding the continuation of the corrective action plan or the application of formal disciplinary action will be done only after discussion with the supervisory staff and the Executive Director.

Any questions regarding this procedure, its application and compliance, are to be directed to the SCSB's Executive Director.