

PROCEDURES 609.1

Area: Human Resources

Date Adopted: November 4, 1999

Certified by _____

Dr. Adolphus Andrews
Vice President
Administration and Finance

Revisions Approved:

SUBJECT: CORRECTIVE ACTION

Note: Corrective action for those employees represented by bargaining units must be implemented in accordance with the terms of the applicable collective bargaining agreements.

- I. Administrative and Unclassified Professional Staff
 - A. Departmental supervisors should contact Human Resources prior to issuing an involuntary termination to administrative or unclassified professional staff.

- II. Classified Civil Services (CCS) Staff
 - A. Requests for suspension or termination of CCS staff are to be made to Human Resources within a reasonable period of time from the last alleged infraction or notice of the infraction, unless considerable investigation is necessary. Requests should contain the following information:
 - 1. The employee's name, job title, and work address (or home address if the employee is not currently working) and the work schedules of the employee and supervisor;
 - 2. A summary statement of the reasons for requesting corrective action;
 - 3. Specific documentation as evidence to support the request.

- B. Upon receipt of a request for suspension or termination, Human Resources will schedule a pre-corrective action meeting and notify the employee and the supervisor of the date, time, and location. During the meeting, the supervisor should be prepared to discuss the reasons and the basis for requesting corrective action. The staff member will have an opportunity to explain and present evidence as to why action should not be taken.
- C. After the pre-corrective action meeting, Human Resources will recommend appropriate action and notify, in writing, the department and staff member of the decision.
- D. CCS staff may appeal the following corrective actions to the State Personnel Board of Review:
 - 1. Terminations except during the initial probationary period;
 - 2. Demotions except during the probationary period;
 - 3. Suspension greater than three days.