



Corrective Action Process

The process for implementing Corrective Action processes is as follows:

1. If employee is a union member, the applicable corrective action/discipline provision will be followed. The labor agreements are at the following link:
http://www.centralstate.edu/faculty/human_res/unions/index.html
 - a. AFSCME (Bi-weekly, except for Grant funded): Article 11 Discipline, Removal, Or Discharge and Article 12 Grievance and Arbitration Procedure
 - b. AAUP (Faculty): Article 17 Disciplinary and Dismissal Standards and Procedures
 - c. CSUSA (Police): Article 12 Disciplinary Action, Article 14 Grievance and Arbitration. Article 11 Investigation
2. If the employee is not a union member, the HR Policies and Procedures 608, 609, and 609.1 will be followed.
 - a. Corrective Action Policy
<http://www.centralstate.edu/faculty/policies/documents/609.pdf>
 - b. Corrective Action Procedures
http://www.centralstate.edu/faculty/policies/documents/609_1.pdf
 - c. Employment Rules <http://www.centralstate.edu/faculty/policies/documents/608.pdf>
3. Consult with Human Resources Director or designee before taking action
4. Review the following forms are located at the link below:
http://www.centralstate.edu/faculty/human_res/forms.htm
 - a. Corrective Action Form
 - b. Advance Corrective Action Form
5. Complete the Corrective Action Form. A narrative/memo may be presented in lieu of the Corrective Action Form as long as it contains all the necessary info contained on the form. Attachments are appropriate.

6. The Director, Human Resources or designee reviews all corrective action prior to presentation to the employee.
7. Advance notice of a Pre-Corrective Action or Pre-Discipline meeting must be provided to the employee. Copies of the corrective action form must be provided along with the written notice of the meeting.
8. The Pre-Corrective Action or Pre-Discipline Meeting requires the supervisor to present the corrective action to the employee. The employee must be afforded the opportunity to respond or explain him or herself.
9. After the Pre-Corrective Action Meeting, complete "Termination and Advanced Corrective Action Request Form" if suspension or termination are pursued.
10. Advise the Director, Human Resources of outcome of meeting and discuss final recommendation.
11. If a verbal or written warning or reprimand is pursued, provide original copies to Human Resources for the personnel file.
12. If suspension is pursued, the Director, Human Resources will provide notice to the employee
13. If a termination is pursued, the Director, Human Resources will prepares termination letters for the President's signature on behalf of the supervisor.
14. If a Grievance is filed please referred to the applicable grievance article in the appropriate labor agreement.
15. If a Grievance is filed, please advise the Director, Human Resources