

## CORRECTIVE AND DISCIPLINARY ACTIONS

If employee performance is unsatisfactory or there are violations of University rules and regulations, corrective disciplinary measures may be taken by the Supervisor. **However, corrective measures for Staff must be taken with the concurrence of the Vice President for Human Resources.**

Corrective actions include oral and written memoranda, oral and written warnings/ reprimands, memoranda of formal censure which are primarily intended to correct and improve an employee's job performance/professionalism. Corrective actions do not adversely affect the faculty or staff member's current pay, status, and/or tenure. However, such actions can be administered concurrently with disciplinary actions that do have a negative effect on the person's current pay, status, and/or tenure. Corrective actions, in addition to being in writing, must indicate to the employee the nature of his/her offense, the corrective actions the person needs to take, and the consequences the person will face if she/he fails to follow the instructions for correction. A copy of each corrective action must be forwarded to the Vice President for Human Resources for inclusion in the employee's personnel file.