

Procedure

Procedure # 3.02.10

Effective Date _____

<p><i>(Impact Area - Dept Name)</i></p> <p>Benefited, Non-Faculty Employees</p>	<p><i>(General Subject Area)</i></p> <p>Conditions of Employment</p>	<p><i>(Specific Subject Area)</i></p> <p>Corrective Action</p>
<p>Relates to Policy #</p>	<p>Author:</p> <p>Supersedes Procedure # New</p>	
<p>Impact:</p>		
<p>Legal Citation (if any):</p>		
<p><i>North Idaho College</i></p>		

Procedure Narrative

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CORRECTIVE ACTION

Following is the process that may be used by supervisors when dealing with unacceptable performance. Although most situations will generally follow the process described below, it is recognized that some cases of unacceptable performance may require immediate suspension and/or termination as an alternative to following this process. This process is not applicable to employees in probationary appointments or employees without benefits.

Step One: Verbal Discussion

A supervisor will verbally discuss the areas of performance that are in question with the employee. The employee is thus given an opportunity to correct the problem before a formal written warning is issued. Counseling, training, and other referral services available may be discussed with the employee when appropriate. This discussion will be documented by the supervisor.

Step Two: Written Warning

If a resolution acceptable to the supervisor is not reached within a specified time after the verbal discussion, a written warning, documenting the need for immediate improvement, will be given to the employee. This document will become part of the employee's official personnel file in the human resources office. This warning will reference the previous verbal discussions, identify the performance expectations, provide a time line for achieving the performance expectations, and indicate that failure to sustain an overall acceptable level of performance may lead to further corrective action. Actions including counseling, training, or mentoring should also be documented and filed in the human resources office.

Step Three: Probation

Failure to achieve acceptable performance may result in the employee being placed on probation for a specified period. This action will be documented in writing. The probation document will be prepared by the supervisor and be delivered to and signed by the employee. This document will become part of the employee's official personnel file in the human resources office, and a copy will be forwarded to the appropriate vice president and when applicable to the president. The document should reference any previous verbal discussions, written warnings, and state that unless immediate and significant improvement is made and maintained over a designated period of time, which is established by the immediate supervisor, termination of employment will result. Probation may include a mandatory suspension without pay.

When satisfactory completion of the probationary period is reached, a documented release form from said probation will be given to the employee and a copy placed in the individual's official personnel file in the human resources office.

Step Four: Termination

Should the employee fail to meet the improvement(s) as outlined in the probation document within the specified time period, the supervisor will meet with the employee to explain the consequences (possible termination) of the failure to perform as expected and the evidence relied upon by the supervisor. The employee may offer other evidence or explanation for failing to meet the performance standards. Following the meeting, if the supervisor remains unsatisfied as to expected performance, a recommendation for termination of employment will result. Termination must have the review of the appropriate vice president, or when applicable, the president. A brief notice of termination and its basis, which summarizes the meeting, warning and probationary actions taken before should be presented to the employee and a copy of the notice, placed in the employee's official personnel file in the human resources office.

APPEAL

Within ten (10) days of the issuance of the notice of termination, the employee may appeal the termination in writing to the appropriate vice president or when applicable the president. Within thirty (30) days of receiving the notice of appeal, the vice president (or president) shall conduct a review of the termination. The review may consist of a hearing where the employee may represent himself/herself; a review of the written record, and/or a fact finding process conducted by a third party. Within fifteen (15) days from the conclusion of the review the vice President (or president) shall issue a decision which shall be final.