

CORRECTIVE ACTION PLANS

POLICY

It is the policy of the Board to develop, implement, and evaluate a corrective action plan in situations where an employee's performance falls below acceptable Board standards, or there is a substantial violation of the agency's employee Standards of Conduct, or in other appropriate circumstances as deemed necessary by the Executive Director.

PROCEDURES

- A. The corrective action plan consists of written guidelines on the Board's corrective action form, detailing a plan of action to correct employee deficiencies. It is to be reviewed and approved by the Executive Director prior to implementation.
- B. These guidelines must include:
 - 1. The area of deficiency;
 - 2. The planned activity to correct the deficiency;
 - 3. The date by which the corrective activity is to be completed;
 - 4. The name of the supervisor who will oversee the plan and supervisory review date.
- C. The plan must be very clearly written and very specific as to what areas are deficient and what actions must be taken to correct the deficiency. The dates by which the corrective actions are to be completed must also be specific.
- D. The supervisor and the employee shall meet and discuss the plan in a constructive manner so that actions and goals are clearly understood.
- E. The plan must be signed by the employee, the supervisor, and the Executive Director prior to implementation.
- F. The supervisor shall monitor the employee's performance on a formal basis during the corrective action plan's timeframe via supervisory review dates and meetings with the respective employee.
- G. The employee shall be given a written report at the conclusion of the timeframe that all the deficiencies in the corrective action plan have (or have not) been corrected satisfactorily (or unsatisfactorily). The report shall be signed by the Executive Director with a copy given to the employee's supervisor.