





requirements. During the discussion, the supervisor will identify the performance issue(s) and will inform the Employee of the consequences if the Employee does not address and improve the performance issue(s). The supervisor will then complete a counseling document for their records and follow up with an email to the employee summarizing the expectations.

**B. Written Warning**

In the event of repeated, continuing, or serious issues with either an Employee's conduct or performance, the Employee's supervisor will meet with the Employee to conduct a more formal discussion. The goal of this discussion is to develop an action plan for immediate, significant, and sustained improvement and to clearly communicate the consequences if the Employee does not address and improve the performance issue(s). The supervisor will then complete a written warning document with the support of their HR Partner and present the document to the Employee.

**C. Final Written Warning**

Should the Employee's performance and/or conduct continue to fail to meet expectations, the supervisor will issue the Employee a final written warning before terminating the Employee's employment. The Employee's supervisor, with the support of their HR Partner, will complete a final written warning document and present the document to the Employee.

**D. Termination**

1. If an Employee fails to improve or correct an ongoing job performance, attendance, or conduct issue(s) after the supervisor has counseled and/or issued warnings to the Employee consistent with this Policy, the supervisor may proceed with steps to terminate the Employee's. Prior to terminating the employment of any Employee, the supervisor must first consult with their HR Partner and their Dean or Unit Leader to determine that the termination decision is adequately supported. A supervisor is not permitted to proceed with termination unless an HRIC Partner or their supervisor has approved the termination.
2. Depending on the severity of the situation or if the circumstances warrant (such as theft, intoxication, criminal behavior, dishonesty, sexual harassment, serious safety violations), the University may terminate an Employee's employment without the Employee having received any prior written warning or verbal counseling. Even in these circumstances, the Supervisor must seek and obtain approval from HRIC and unit leadership prior to proceeding with termination.

**E. Performance Improvement Plan**

1. If the issues raised regarding an Employee's performance support implementing a detailed performance plan, the University may take corrective action at any level of this process by issuing the Employee a performance improvement plan (PIP). A PIP must contain specific goals and a specific deadline for meeting each of the goals that is no later than ninety (90) days from the issuance of the PIP. If the Employee has not met the stated goal(s) as of the applicable deadline(s), the supervisor will escalate the performance concern to the next level of the corrective action process.
2. The University expects the Employee to make continuing progress against these goals during the term of the PIP. If the Employee does not continue to make progress relative to the goals, the supervisor may proceed to the next stage of the corrective action process prior to the deadline stated in the PIP.

#### IV. DEFINITIONS

- A. **Corrective Action** means a process or method that attempts to address and correct an employee's work performance or inappropriate workplace behavior by