



Policy: Corrective Action and Work Expectations	Policy No: I-6.6
Policy Owner(s): Human Resources	Original Date: 1/1/2003
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POLICY: This policy is to set out expectations for staff employees intended to promote the mission of John Carroll University (JCU) while providing employees with a positive corrective action process that includes notice and an opportunity to improve, when appropriate, regarding unacceptable attendance, performance and/or behavior.

- II. **PURPOSE:** To encourage employee employment and professional success by setting reasonable expectations regarding attendance, performance and behavior while establishing a process for the consistent treatment of all employees through the corrective action process.
- III. **SCOPE:** All staff employees of John Carroll University.
- IV. **RESPONSIBLE PARTIES:**
 - A. **Employees:**
 - a. It is the duty and the responsibility of every University employee to be aware of and to abide by existing University policies and work rules.
 - b. It also is the responsibility of employees to perform their duties to the best of their ability and consistent with the standards set forth in their job descriptions or as otherwise established by their supervisor and/or department. Employees are encouraged to take advantage of appropriate and approved job-related instruction, training and learning opportunities available and to request additional instruction when needed.
 - B. **Supervisors:**
 - a. A supervisor of an employee has the authority, in the interest of the University, to assign employees work duties, direct an employee in the performance of tasks, and correct employees among other leadership responsibilities. University supervisors

University will consider the nature and seriousness of the behavior or performance, the circumstances of the situation, any prior corrective action, and other appropriate factors. The University may apply one or more of the following levels of correction actions, at its discretion.

1. Documented verbal warning: A verbal warning occurs when a supervisor verbally counsels an employee about

- I. Any corrective action for a verbal or written warning which occurs less than one year after a previous corrective action will generally be progressive in nature (i.e. the next step of corrective action), but the specific discipline issued in any case will depend upon the totality of the facts and circumstances, including the severity of the performance issue or violation of University policy.
- J. Corrective actions that occurred more than two years prior will not be University and eligibility for promotion or transfer.
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and are considered as part of an employment history.
- L. Employees who feel that the corrective action issued to them is unjustified, not consistent with University policy or practice, or in which all facts have not been considered, can seek an appeal as provided in the Review and Appeals policy.

V. WORK EXPECTATIONS, PERFORMANCE AND BEHAVIOR:

- A. While it is impossible to identify every possible type of misconduct that may result in corrective action, this section sets out examples of work expectations that, if violated, would constitute unacceptable or unsatisfactory attendance, performance and behavior.
- B. The University may impose corrective action for other unacceptable performance or behavioral issues. These include, but are not limited to, behavior that is harmful to students,

3. Utilize your work time appropriately to complete your duties and responsibilities and conduct personal business outside of your work time.
4. Follow expected health and safety measures and do not engage in conduct that results in harm, damage, endangering, or destruction to life or property.
5. Follow the provisions of the Tobacco Free Campus Policy.
6. Act professionally and use appropriate language, and avoid using obscenities or making verbal or written statements of a defamatory nature in the work setting or that is offensive to or demeaning of members of the University community or visitors.
7. Maintain the highest integrity and ethical standards consistent and be truthful and accurate on University documents, information technology/computer records, employment applications, authorizations, records, or reports, including time records.
8. Do not misrepresent or misuse authority.
9. Safeguard University property, purchasing credit cards, or money by following appropriate control procedures and not misappropriating University property or funds. (Actual or attempted theft, embezzlement, fraud, or dishonesty, including unauthorized use of University funds will be managed in collaboration with University police and will likely result in termination.)
10. University computing resources are for work purposes and University computing rules and policies must be followed to protect data and systems of the University.
11. Disclose conflicts of interest and comply with University requirements for management of a conflict of interest, consistent with applicable University policies.
12. Follow all University and departmental policies or rules.

At-Will Employment Policy

Code of Ethical Behavior Policy

Conflict of Interest Policy

Drug-Free Workplace Policy

Hiring Policy

Substance Abuse Policy

Workplace Harassment Policy

Firearms and other Weapons

VII. ATTACHMENTS

A. Corrective Action Report

B. Instructions for using Corrective Action Report