Corrective Action Policy

Policy Number	300.29.02	**Custodian**	Human Resources
Approved Date	11/29/2022		
Effective Date	11/29/2022	**Review Date**	November 2022
References: Code of Conduct policy; Personnel File policy; Complaint and Grievance policy; Coaching Guide; Employee Calendar			

1. Purpose

When an employee's behavior or conduct does not meet White Earth Tribal & Community College (WETCC) expectations or violates college policy, some degree of disciplinary action becomes necessary. The goal of disciplinary action is to resolve the problem with immediate and sustained improvement rather than as a punitive action.

2. Persons Affected

2.1. Employees

3. Policy

This policy is to ensure the following:

3.1. Supervisors handle disciplinary actions per WETCC policies and procedures.

3.2. Supervisors conduct a thorough investigation before administering disciplinary action.

3.3. The progression of discipline is individually based, directly related to the seriousness of the offense, and considers the employee's employment record.

3.4. Supervisors provide supporting documentation to Human Resources (HR) to warrant disciplinary action.

3.5. HR ensures disciplinary actions proposed are fair and consistent across all departments.

3.6. Supervisors consult with HR before demoting, suspending, or dismissing an employee.

3.7. Supervisors document employee actions in the employee calendar.

4. Definitions

4.1. Employee calendar. A document used by supervisors to track achievements, attendance, coaching, etc., related to the employees they supervise.

4.2. Progressive Discipline. A series of steps designed to improve or change an employee's undesirable behavior/action. Supervisors must follow the progressive discipline steps in

order unless HR determines the undesirable behavior/action is an extremely serious violation of college policy. In such cases, employees may be terminated without following the progressive discipline steps in order.

4.3. Verbal coaching. A problem-solving discussion between the supervisor and employee.

4.4. Documented verbal coaching. A verbal notice issued by an employee's supervisor to inform an employee that disciplinary actions will be forthcoming if the undesirable behavior/action continues.

4.5. Written Coaching. A written notice issued by an employee's supervisor that explicitly details the undesirable behavior/action, expected outcome, and consequences of repeated behavior.

4.6. Suspension without pay. A directive issued by an employee's supervisor that the employee is to remain home for a specified number of days (usually 1-2 days) without pay to reflect on their employment at WETCC.

4.7. Performance Improvement Plan (PIP). A written plan used as a last resort to correct an employee's undesirable behavior/action to retain employment before dismissal.

4.8. Extremely Serious. A gross or deliberate violation of college policy or a behavior/action that could or did lead to harm of self, staff, students, or vendors or damage to college property.

4.9. Investigative Suspension. Issued for an extremely serious offense that could lead to a suspension without pay or dismissal.

4.10. Dismissal. When an employee is terminated because progressive discipline efforts to correct an undesirable behavior/action have failed and the employee cannot or will not meet the required standards.

5. Procedures

5.1. Supervisors follow the following progression of discipline steps, depending upon the circumstances surrounding the employee's undesirable behavior/action, the frequency with which it has occurred, the employee's work history, and the seriousness of the offense.

- Verbal coaching
- Documented verbal coaching
- Written coaching
- Suspension without pay
- Performance Improvement Plan (PIP)
- Investigative Suspension
- Dismissal

5.2. In the case of extremely serious undesirable behavior/action, the employee should be placed on investigative suspension until the investigation is complete and a decision made.

- If the supervisor and HR determine that a suspension without pay is warranted, the time the employee was on investigative suspension may be counted toward that time.
- If the employee is cleared of the allegation, the college may compensate the employee for lost pay due to the investigative suspension.

5.3. HR maintains copies of all employment actions in the employee's personnel file.

Revision History

Rev. Date	Rev. No.	Revision
11/29/2022	300.29.01	New format Created a new purpose statement Added persons affected Implement an employee calendar and coaching guide Establish a progression of discipline levels