

I. Summary

This local procedure on corrective action shall be used to inform the campus of the requirements and procedures to address concerns regarding conduct or work performance of regular status staff employees.

II. Related Policies and References

[Personnel Policy 30](#) – Compensation

[Personnel Policy 63](#) – Investigatory Leave

[Personnel Policy 64](#) - Termination of Job Abandonment

[Personnel Policy 70](#) – Complaint Resolution

[University of California, Records Retention Schedule](#)

[UCR Local Procedures 80](#) - Staff Personnel Records

[Discrimination, Harassment and Affirmative Action in the Workplace](#)

[Employment Related Discrimination, Harassment and Retaliation Complaint and Resolution](#)

III. Definitions

- A.** Career Appointment – is an appointment established at a fixed or variable percentage of time at 50 percent or more of full-time, which is expected to continue for one year or longer.
- B.** Corrective Action – is an action the University may take to address concerns regarding the conduct or work performance of regular status Professional and Support Staff (PSS) employees.
- C.** Counseling Memo – is a written memo to an employee to identify and address a conduct or performance issue. A counseling memo is not a type of corrective action.
- D.** Verbal Counseling – is a discussion between an employee and supervisor regarding a conduct or performance issue. A verbal counseling is not a type of corrective action.

IV. Policy

- A.** The University may take corrective action when an employee fails to meet acceptable conduct or work performance standards. The types of corrective action that can be used to provide an opportunity for an employee to correct conduct or work performance standards are written warning, corrective salary decrease, suspension and demotion.
- B.** Supervisors are responsible for informing employees of conduct and performance expectations before problems arise. As appropriate, any corrective action taken due to conduct or unsatisfactory work performance may be noted in the employee's performance appraisal.
- C.** Types of conduct that may result in corrective action include, but are not limited to:
 - 1. failure to meet acceptable work performance standards;
 - 2. unexcused absenteeism or tardiness;
 - 3. insubordination;
 - 4. unethical behavior;

5. violation of federal or state law;
 6. theft or misappropriation of University property;
 7. fighting on the job;
 8. discrimination, harassment, exploitation or intimidation, including sexual;
 9. acts endangering employees, students, visitors, or other University constituents; or
 10. any other serious violation of University policies.
- D.** Supervisors and managers who believe that corrective action is appropriate should read PPSM-62: Corrective Action and consult with Employee & Labor Relations (ELR) before taking such actions.

V. Procedures

- A.** The four (4) types of Corrective Action are:
1. Written Warning
 2. Corrective Salary Decrease
 3. Suspension
 4. Demotion
- B.** Supervisors and managers will provide the employee with a written notice of intent to take corrective action for all corrective actions more serious than a written warning. The notice of intent must state that the employee has ten (10) calendar days from the date of the notice to respond, orally or in writing, to the notice of intent.
- C.** The notice of intent to take corrective action should be accompanied by a Proof of Service form, which is available on the Human Resources website in the Forms and Documents section.
- D.** Records of corrective action will be maintained by the department in the employee's personnel file. Records of corrective action shall be removed from the employee's personnel file after five (5) years if there have been no other disciplinary actions of the same or similar kind. The record of corrective action should be deleted or destroyed after the retention period has lapsed. Records of corrective actions taken in response to complaints filed by a member of the public against employees in police job titles shall be retained for at least five (5) years and be filed as required by California Penal Code Section 832.5. Materials which should have been removed for the reasons described in this section cannot be used or relied upon to take or support disciplinary action.
- E.** A copy of any form of corrective action should be sent to Employee and Labor Relations.