

<b>Policy:</b> Corrective Action	<b>Policy No:</b> I-6.6
<b>Policy Owner(s):</b> Human Resources	<b>Original Date:</b> 1/1/2003
<b>Last Revised Date:</b> 5/13/2016; 1/19/2017	<b>Approved Date:</b> 1/19/2017

- I. **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 career success through setting reasonable expectations regarding attendance, performance and behavior while establishing the consistent treatment of all employees through the corrective action process.
  
- III. **SCOPE:** All staff employees of John Carroll University.
  
- IV. **PROCEDURES:**
  - A. In general, the University attempts to address inappropriate behavior on the part of employees through progressive discipline, up to and including termination of employment, depending on the circumstances of any particular case.
  
  - B. The University reserves the right to take more serious corrective action including termination without going through prior corrective action whenever circumstances warrant. The decision to use or not to use any one of the correction action levels is solely within the discretion of the University.
  
  - C. Nothing in this policy is intended to modify the at-will nature of employment as described in the University's At-Will Employment policy.
  
  - D. The University may place an employee on administrative leave, with or without pay, pending an investigation into potential misconduct.
  
  - E. Recommendations for administrative leave, suspension and termination must be reviewed and approved by Human Resources prior to administering.
  
  - F. Corrective action is not necessarily a consecutive process, and corrective actions can be imposed at any level without prior lesser corrective action. In determining the appropriate corrective action, the 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. Verbal warning
2. Written warning:
3. Final written warning:
4. Suspension: Recommendations for suspension must be reviewed and approved by Human Resources prior to administering.
5. Termination: Recommendations for termination must be reviewed and approved by Human Resources prior to administering.

**V. UNACCEPTABLE ATTENDANCE, 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 unacceptable 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, visitors and employees or is otherwise detrimental to the mission and effective operations of John Carroll University.
- C. The following is a non-exhaustive list of performance issues that may result in corrective action, up to and including termination.
  1. Excessive absenteeism or tardiness; failure to report to work or leaving work early without advance notice or permission and or failure to follow call-off procedures.
  2. Failure to record time or improperly recording of time.
  3. Failure to follow proper supervisory instructions or failure to perform job duties or tasks properly, completely or within established deadlines.
  4. Misuse of work time, including conducting personal business on work time or sleeping on the job.
  5. Refusal to work previously scheduled overtime when scheduled or when required.
  6. Endangering life or property, or engaging in conduct that results in harm, damage or destruction to life or property.

7. Smoking in an unauthorized area.
8. Using obscene language or making verbal or written statements of a defamatory nature in the work setting that is offensive to or demeaning of members of the University community or visitors.
9. Forging, altering or falsifying University documents, information technology/computer records, employment applications, authorizations, records, or reports, including time records.
10. Misrepresentation or misuse of authority.
11. Actual or attempted theft, embezzlement, fraud, or dishonesty, including unauthorized use of University funds or purchasing credit cards.
12. Failure to safeguard University property or money by not following appropriate control procedures.
13. Misuse of University computing resources or violation of University computing rules and policies.
14. Failure to disclose a conflict of interest or failure to comply with University requirements for management of a conflict of interest, consistent with applicable University policies.
15. Violation of any University policy or rule.
16. Discrimination, sexual harassment and or other forms of harassment.
17. Improper disclosure, misuse or access of confidential information, including student, employee or university confidential information.
18. Indecent, disorderly or disruptive conduct or inducing immoral behavior while engaged in University work, or in off-work behavior that impacts the reputation, operations, or security of the University.
19. Unprofessional behavior.
20. Failure to maintain professional interpersonal relationships with co-workers, supervisors, students, or any member of the University community.
21. Reporting to or engaging in University-related work while being under the influence of alcohol or illegal drugs; consumption of alcohol or illegal drugs on campus or at University-sponsored activities or events that could jeopardize the well-being of any member of the community or the reputation of the University; possession or sale of illegal drugs on University property; or any violation of the University Drug and Alcohol Abuse Prevention Policy.

22. Possession of a firearm (including a concealed handgun), weapon, ammunition, or any instrument, device or substance designed, intended, or used to inflict harm upon persons or property, on property owned or leased by the University, or at University-sponsored activities or events, except for the limited required exceptions applicable to universities under state firearms laws. These exceptions include:
  - 1). Storage of a handgun in a locked motor vehicle by a licensed concealed carry permit holder; or
  - 2). Possession of a firearm by law enforcement officers in the course of their duties or approved by the John Carroll University Chief of Police.
23. Any other conduct which reason, morals, or common sense indicates to be wrong and not in the best interests of the University.

**VI. CROSS REFERENCE:**

- A. At-Will Employment Policy
- B. Code of Ethical Behavior Policy
- C. Conflict of Interest Policy
- D. Drug-Free Workplace Policy
- E. Hiring Policy
- F. Substance Abuse Policy
- G. Workplace Harassment Policy

**VII. ATTACHMENTS**

- A. [Corrective Action Report](#)
- B. [Instructions for using Corrective Action Report](#)