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| <p style="text-align: center;"><b>OGDEN-WEBER<br/>TECHNICAL COLLEGE</b></p> | <p style="text-align: center;">Number<br/><br/>520.29</p>             | <p style="text-align: center;">Effective Date<br/><br/>8/25/22</p> | <p style="text-align: center;">Page<br/><br/>1 of 1</p> |
| <p style="text-align: center;"><b>POLICY</b></p>                            | <p style="text-align: center;"><b>Approval:</b> Board of Trustees</p> |  |   |
| <p style="text-align: center;">Title<br/><br/><b>CORRECTIVE ACTION</b></p>  |   |  |   |

**1. PURPOSE AND SCOPE**

The purpose of the policy is to provide guidance for administering corrective action.

**2. POLICY**

It is the policy of the College that employees may be given corrective and/or disciplinary action, up to and including termination, when it is determined to be in the best interest of the College. While the College may elect to administer corrective action(s), it is in no way obligated to do so. Use of corrective action is at the sole discretion of the College.

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## 1. Corrective Action

- 1.1 The use of corrective action(s) does not affect an employee's at-will status.
- 1.2 Corrective action may not be used for any reasons prohibited by law.
- 1.3 Supervisors shall consult with the Human Resources Department prior to administering any corrective action including performance improvement plans and/or discipline.

## 2. Performance Improvement Plan

- 2.1 Supervisors may place an employee on a performance improvement plan for substandard performance which may be remediated through training, study, mentorship, practice, and/or greater effort.
- 2.2 Initiation of a performance improvement plan does not preclude supervisors from taking additional corrective action including discipline.

## 3. Discipline

- 3.1 College management may discipline any employee for any of the following reasons:
  - 3.1.1 Noncompliance with College rules, department or other applicable policies, including but not limited to safety policies, professional standards, standards of conduct and workplace policies;
  - 3.1.2 Work performance that is inadequate or does not meet expectations;
  - 3.1.3 Failure to maintain skills and adequate performance levels and/or employee no longer meets the requirements of the position;
  - 3.1.4 Misfeasance, malfeasance, or nonfeasance;
  - 3.1.5 Any incident involving intimidation, physical harm, or threats of physical harm against co-workers, management, or the public;
  - 3.1.6 Conduct, on or off duty, which creates a conflict of interest with the employee's public responsibilities or impacts that employee's ability to perform job assignments;

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**3.1.7** Failure to advance the good of the public service, including conduct on or off duty which demeans or harms the effectiveness or ability of College to fulfill its mission;

**3.1.8** Dishonesty;

**3.1.9** Misconduct; or

**3.1.10** Any other reason deemed by a supervisor as warranting discipline.

**3.2** Discipline may or may not include:

**3.2.1** a verbal warning;

**3.2.2** a written warning;

**3.2.3** a written reprimand;

**3.2.4** a suspension without pay;

**3.2.5** a demotion; or

**3.2.6** termination of employment.

**3.3** Disciplinary actions do not preclude management from taking additional corrective action, including engaging in a performance improvement plan.