



KENTUCKY STATE UNIVERSITY POLICIES AND PROCEDURES

POLICY TITLE:

Corrective Action Policy

VOLUME, SECTION & NUMBER:

ENTITIES AFFECTED:

Staff

ADMINISTRATIVE AUTHORITY:

Office of Human Resources

APPROVED BY:

Office of the President

EFFECTIVE DATE:

July 8, 2024

REVISED FROM:

2013 Human Resources Policy Manual

POLICY STATEMENT:

Kentucky State University (KSU) administers this disciplinary policy to prevent and redress improper conduct as quickly as possible and in a manner that is fair and consistent. The goal of this policy is to create a work environment that is conducive to advancing the missions and values of KSU.

PROCESS:

Progressive Discipline

Staff employees are employed on an at-will basis, meaning that an employee or KSU may terminate the employment relationship at any time, with or without prior notice. **Therefore, the use of progressive discipline is at the sole discretion of KSU.**

Unsatisfactory work performance occurs when an employee's overall job performance does not meet the minimum standards established by KSU in its Established Work Rules Policy. When an employee's job performance is not satisfactory, KSU may employ a progressive discipline system to redress improper or unsatisfactory conduct.

The progressive discipline system is intended to provide an employee notice of his or unsatisfactory work performance and an opportunity for said employee to improve his or her performance to a satisfactory level through corrective action. As aforementioned, KSU is never obligated to utilize a system of progressive discipline, and it always reserves the right to terminate a staff employee's employment at any time.

When to Take Action

Taking corrective action is warranted when an employee fails to correct behavior or performance issues within a reasonable period of time.

Corrective action should be taken as soon as possible after the occurrence of an offence. An employee's immediate supervisor is responsible for promptly and thoroughly investigating offenses and obtaining and considering all relevant facts, including any mitigating circumstances.

Verbal Reprimand

When it is determined by a supervisor that corrective action is necessary and appropriate, a verbal reprimand may follow. The verbal reprimand should specify the nature of the problem and the actions necessary for correcting the employee's behavior or performance. The supervisor issuing the verbal reprimand must maintain notes of the date and specific details of the discussion. The employee should be informed that similar behavior or performance in the future may result in more severe disciplinary action.

First Written Reprimand

This action follows a verbal reprimand when an employee's work behavior remains uncorrected. It is the second step in the progressive discipline process, though a supervisor may proceed directly to this step if the employee's violation is serious and warrants for significant action.

A supervisor must issue a formal letter to the employee stating the work rule he or she violated or detailing the employee's unsatisfactory job performance. The letter must also outline the following:

- The aspects of the employee's work that need improvement;
- The supervisor's desired improvements;
- The corrective action plan;
- The requested date for the plan's completion; and
- The consequences of not correcting the identified problems

The formal letter must be hand-delivered to the employee, and the supervisor must discuss its contents with the employee in private. After the discussion, the supervisor shall request the employee to sign the letter. The original letter will be placed in the employee's personnel file, and copies will be provided to the employee and the supervisor.

Second Written Reprimand

This action may be taken if an employee's work behavior remains uncorrected after the first written reprimand, but the supervisor believes there is still the possibility of improvement. The supervisor shall follow the same steps used for issuing a first written reprimand when issuing a second written reprimand.

This is the final step before more serious action, such as disciplinary suspension or termination.

Disciplinary Suspension

A disciplinary suspension with or without pay may be imposed on an employee when a supervisor determines that such action is warranted. Prior to taking such action, a supervisor must first consult with the Office of Human Resources (HR) and the Office of General Counsel (General Counsel).

The employee must be advised in writing of the reason for his or her suspension, the inclusive dates of the suspension, and a notice that failure to return to work on the first scheduled workday following the suspension will result in termination of employment, unless the employee provided prior notice of a valid excuse.

Termination

If a supervisor believes that involuntary termination of an employee is appropriate, he or she shall contact the Office of Human Resources for assistance.

A request to terminate employment must identify the behavior or performance problem warranting the action, the measures taken by the supervisor, and the recommended date of termination. The request must be approved by the HR Director and the General Counsel.

Consultation with HR and the General Counsel

HR and the General Counsel must be consulted prior to any disciplinary action which results in any of the following:

- Issuance of a Performance Improvement Plan (PIP);
- Suspension;
- Demotion;
- Reassignment;
- Modification of work hours;
- Modification of work duties; or
- Modification of pay or benefits

RELATED POLICIES:

Established Work Rules Policy

Termination Policy
