**What**

* A Corrective Action is a written document issued to **correct and improve** an employee's job performance or conduct.
* Corrective Actions do not adversely affect an employee's current base pay, status, or tenure.
* The Corrective Action begins the formal progressive discipline process. It puts the employee on formal notice that this is a serious problem that needs to be corrected. It provides formal documentation that the employee and the supervisor have communicated on the need for correcting and improving behavior or performance.

**Why**

* Abuse of absences or tardiness
* Unsatisfactory performance
* Failure to comply with CDOT rules and regulations

**When**

When you have made repeated efforts to resolve an employee's behavior or performance problem and it has not helped.

**How**

A Supervisor or Division Manager starts the Corrective Action Plan by using a [Word template](http://intranet/employees/performance-management/documents/corrective-action).

The Corrective Action Plan Contains

* The background of the event.
* The expectations for improvements.
* The time frame and deadlines to make the correction.
* The consequences to expect if conditions are not met.
* A statement advising the employee of the right to submit a written explanation.
* A statement advising the employee of the grievance process and the right to grieve a corrective action

Final Steps

* Meet with the employee to discuss the Corrective Action Plan.
* Meet with the employee prior to the allotted time frame.
* Supervisor documents the outcome of the plan.