

## 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](#).

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.