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Personnel Policies for Staff Members

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Separation Actions

62. Corrective Action—Professional and Support Staff

March 1, 2002

A. GENERAL

Corrective action is intended to improve and/or correct the conduct or performance of regular status professional and support staff members.

B. TYPES OF CORRECTIVE ACTION

Corrective actions include but are not limited to written warnings, corrective salary decreases, demotions, and suspensions.

For exempt employees, suspension without pay may be imposed only in increments of one workweek. However, suspension without pay in increments of less than a workweek may be permitted when the infraction is a violation of a significant safety rule relating to prevention of serious danger to the workplace or other employees.

C. WRITTEN WARNING

At least one written warning shall precede any other more serious corrective action except when corrective action is the result of performance or conduct which an employee knows or reasonably should have known was unsatisfactory. Such performance or conduct may include but is not limited to violations of law, dishonesty, theft or misappropriation of University property, fighting on the job, insubordination, acts endangering others, or other serious misconduct.

D. WRITTEN NOTICE OF INTENT TO TAKE CORRECTIVE ACTION

Written notice of intent to take corrective action is required, except for a written warning or a suspension pursuant to Staff Policy 64.D. The notice shall state the intended action, the reason, and the effective date, and shall include a copy of the materials on which the corrective action is based and state the employee's right to respond orally or in writing within 8 calendar days from the date of

issuance of the notice. The period of time an employee has to respond in the case of misconduct may be shorter in accordance with local procedures.

After consideration of the employee's response, if any, the employee shall be notified in writing of the action to be taken, the effective date of the action, and the employee's right to review under Staff Policy 70, Complaint Resolution.

E. RECORDS OF CORRECTIVE ACTIONS

Records of corrective actions shall be maintained in accordance with local procedures, except that records of corrective actions taken in response to complaints filed by a member of the public against employees in police titles shall be retained for at least five years and shall be filed as required by California Penal Code Section 832.5.

Applicability: Professional and Support Staff

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