

(Charter School Organization's Name Here)
Record of Corrective Action and/or Communication of Expectation

Employee Name

Position/Title

Location/Department

Date

Corrective Action Taken

- Verbal Notice 1st Written Warning 2nd Written Warning 3rd Written Warning
 Probation: (length _____) Unpaid Suspension: _____ Days (for investigation) Termination

The use of these means in an attempt to improve performance or gain compliance does not in any way alter the At-Will employment relationship. Supervisors may apply these steps as they deem appropriate. Employees must not have an expectation that these steps will be applied progressively in each situation.

Action/Behavior to be addressed: (Provide an accurate statement of what happened including time, date, and explain how this interferes with work environment, business operations or general team's well being.)

Corrective Action Plan

Expectation

Date to be achieved

Continued violations or failure to improve performance will result in further corrective action up to and including termination of employment.

Employee Comment:

Employee Signature

Date

Supervisor Signature

Date

Witness Signature (if needed)

Date