**Diocese of Sacramento – Human Resources Services**

**DOCUMENTATION of COURSE CORRECTIVE ACTION**

Parish/School/Dept:      Supervisor:

Employee's Name:            Job Title:

Date of Hire:       Date of Last Performance Review:

Date Document Delivered to Employee:

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| **Action**  Verbal Warning  Final Written Warning  **Taken:**  Written Warning  Administrative Leave  Other:  **Reason**:  Job Performance  Lack of Cooperation  **for Action:**  Tardiness  Misconduct  Absenteeism  Insubordination  Safety Violation(s)  Breach of Confidentiality  Other: |

**Previous Warning:** (Has employee been previously warned or disciplined for the same or similar reason?)

**No**

**Yes**

**Date(s) of previous warning(s):**

**Nature of previous warning(s):**

Informal Discussion  Verbal Warning  Written Warning/PIP

Other:

**Incident(s):** (State briefly the incidents or events which led to the filing of this report, include dates)

**Employee Development Plan:** (State clearly what employee must do to improve)

**Time Frame for Improvement:**  (Time period for satisfactory improvement)

**Supervisor's Comments:**

**Employee's Comments:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Note to Employee:**

Like all successful organizations, high performance standards have been set for all of the employees. Therefore, without the immediate and ongoing change in your job performance and/or conduct, further disciplinary action will result.

**Future Disciplinary Action Could Involve Further Discipline up to and Including Termination.**

The organization may impose whichever form of discipline it believes is appropriate based upon the Employee's conduct and the surrounding circumstances. The organization reserves the right to use any order of steps in the discipline process, including omitting steps as deemed necessary or moving directly to termination of employment.

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**Employee's Signature Date**

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**Supervisor's Signature Date**

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**Witness' Signature Date**

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| Instructions to Management…  * **Please ensure the following with this warning:**   **COPY provided to Employee**  **ORIGINAL placed in Parish/School/Department Personnel File**   * **Two Course Corrective Action Warnings (for any combination of violations) within a 12 month rolling period may lead to termination** * **One Final Warning within the new hire probationary period may lead to termination** * **Management may suspend an Employee with pay but then must immediately partner with the Lay Personnel Director. Suspension without pay must have prior approval from the Lay Personnel Director.** * **ALL Terminations must have the prior approval of the Lay Personnel Director** |