

**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:

<b>Action Taken:</b>	<input type="checkbox"/> Verbal Warning	<input type="checkbox"/> Final Written Warning
	<input type="checkbox"/> Written Warning	<input type="checkbox"/> Administrative Leave
	<input type="checkbox"/> Other: _____	
<b>Reason for Action:</b>	<input type="checkbox"/> Job Performance	<input type="checkbox"/> Lack of Cooperation
	<input type="checkbox"/> Tardiness	<input type="checkbox"/> Misconduct
	<input type="checkbox"/> Absenteeism	<input type="checkbox"/> Insubordination
	<input type="checkbox"/> Safety Violation(s)	<input type="checkbox"/> Breach of Confidentiality
	<input type="checkbox"/> 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:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**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.

\_\_\_\_\_  
**Employee's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Supervisor's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Witness' Signature**

\_\_\_\_\_  
**Date**

<p><b>Instructions to Management...</b></p> <ul style="list-style-type: none"> <li>• Please ensure the following with this warning: <ul style="list-style-type: none"> <li><input type="checkbox"/> COPY provided to Employee</li> <li><input type="checkbox"/> ORIGINAL placed in Parish/School/Department Personnel File</li> </ul> </li> <li>• Two Course Corrective Action Warnings (for any combination of violations) within a 12 month rolling period may lead to termination</li> <li>• One Final Warning within the new hire probationary period may lead to termination</li> <li>• Management may suspend an Employee <u>with pay</u> but then must immediately partner with the Lay Personnel Director. Suspension <u>without pay</u> must have prior approval from the Lay Personnel Director.</li> <li>• <u>ALL</u> Terminations must have the prior approval of the Lay Personnel Director</li> </ul>
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