

# Classified Corrective Action Template

Revision 2/2006

**Directions:** Supervisors of Classified Staff, the corrective action is a formal document that requires specific items per rule. The italicized wording should be repeated exactly as typed. The **red font** should contain your factual information.

Memorandum Format on Agency Letter Head Paper

To:

From:

Date:

Subject: Corrective Action

*¶This memo is a formal corrective action pursuant to Personnel Board Rule R-6-8 and R-6-11b.*

**¶List the areas of needed improvement** *Areas of Needs Improvement – As I have previously discussed with you verbally on ..(date), you have been..... (insert discussion of facts).*

**¶List the corrective action(s) employee should take and consequences they will face if corrective action instructions are not followed.**—*I expect you to...by a certain date. ....Should you not correct this action by ...date, I will consider taking further corrective action and/or recommending disciplinary action, up to and including termination.*

**¶List the employee rights--verbatim.** *You have the right to submit a written response to this corrective action. If you choose to submit an explanation, a copy of it will be attached to and kept with, each copy of this corrective action.*

**¶List a statement advising the employee of the grievance procedure--Verbatim** *If you wish to protest this corrective action, you may initiate the grievance process defined by Metropolitan State College. To do so you must meet with me and/or the second level supervisor for an informal meeting within 10 calendar days from receipt of this corrective action. You will then be informed of a decision from this meeting within seven days after the discussion. Additional information regarding the grievance process is available from Mary Sierra, in the Human Resources Office and can also be found on the College's internet site. If you fail to pursue your grievance within this time limit, you will be deemed to have abandoned your grievance. Copies of all grievance material at each step must be sent to the Human Resources Office.*

*If your grievance alleges discrimination, you must file a copy of the grievance with the State Personnel Board no later than the tenth calendar day after you receive this corrective action. The State Personnel Board is located at 633 17<sup>th</sup> Street, Suite 1320,*

*Denver Co, 80202. It is your responsibility to provide a copy of the discrimination filing with the Human Resources Office.*

*I hope that this information is clear. Please contact me immediately if you have any questions about any aspect of this corrective action.*

*Employee Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Signature indicates that the employee has seen this corrective action, a discussion with his/her supervisor has taken place, but does not necessarily indicate agreement.)*

*Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_*

*cc: Personnel File  
Second Level Supervisor*

*Original to Employee*