

NORTH CENTRAL STATE COLLEGE  
POLICY AND PROCEDURES MANUAL

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CORRECTIVE ACTION POLICY

Effective: June 2003

Policy No. 3357:13-16-31

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*Managing Performance and Behavior through Corrective Action*

**PURPOSE:**

The purpose of this policy is to provide corrective action under certain circumstances. It shall apply to all staff members to the extent not in conflict with grievance procedures or contractual provisions applicable to faculty or certain other employees.

**POLICY:**

North Central State College's overall corrective action philosophy is to be positive and progressive. While staff members are employed at will and employment may be terminated at any time by either the staff member or the College without cause, the College has determined that in certain instances it may be in the best interest of the College and the staff member to identify certain problems and maintain the employment relationship. This requires recognition of the problem by the staff member and working in a cooperative manner to correct the problem. The decision whether to use the corrective action process and at what step to begin the corrective action, is at the discretion of the College. When the problem continues or is of serious magnitude, or when required by all of the circumstances as determined in the sole discretion of the College, the College may take immediate corrective action up to and including discharge of the staff member.

Nothing in this Corrective Action Policy should be interpreted as a guarantee of continuing employment. All employees are employed at will. Employment may be terminated at any time by either the employee or the College with or without notice or cause.

Approved by the Board of Trustees: September 27, 2000

Updated: June 2003

CFO (Human Resources)