

MORA-SAN MIGUEL ELECTRIC COOPERATIVE, INC.

EMPLOYEE CORRECTIVE ACTION
INSTRUCTIONS FOR SUPERVISORS POLICY
AND EMPLOYEE CORRECTIVE ACTION FORM
BOARD POLICY NO. 224

The attached Employee Corrective Action Form (Non-Union) is designed to be completed by the supervisor when an employee correction action notice is necessary.

Please note the following:

- Complete all fields. If a field does not apply, enter NA.
- Each step should include very specific information on performance deficiency/conduct, evidence, impact to the company, prior notices on similar accounts, corrective action required, timelines for improvement, and consequences for failure to correct.
- Once the Employee Corrective Action Form is completed by the supervisor, present and review contents with the General Manager.
- Once authorized by the General Manager, the supervisor shall proceed meeting with the employee and present the information.
- Insure signature of the Employee Corrective Action Form by the employee and the supervisor. Save an electronic copy of the Employee Corrective Action Form to the files of the supervisor, employee and Human Resources Personnel file.
- Insure Employee Corrective Action and all discussions remain confidential.

Presented to Board: January 30, 2020

Final Approval: February 20, 2020

Effective: February 20, 2020


Virginia Mondragon, Secretary



Mora-San Miguel Electric Cooperative, Inc.

EMPLOYEE CORRECTIVE ACTION FORM

Date:

To:

Title:

From:

Title:

REF:

Mora-San Miguel Electric Cooperative, Inc. (MSMEC) administers employee corrective action for unsatisfactory behavior including, but not limited to, poor attendance, poor performance of job duties, misconduct in the workplace and violation of company policies. Although, employment with MSMEC is based on mutual consent and both the company and employees have the right to terminate employment-at-will without notice, MSMEC also has the right to take corrective action when most appropriate and in the best interest of the company.

MSMEC does not have a system of progressive discipline for non-union employees, but disciplinary action may include various actions, like verbal warnings, written warnings, suspensions with or without pay, and/or terminations. Level of disciplinary action is dependent on the seriousness and nature of the actions of the employee.

This process/document is intended to inform the MSMEC employee of their performance deficiencies/conduct identified by the supervisor to be contrary to the best interest of the company. The supervisor shall present the information as outlined in the Employee Corrective Action Form and discuss the same with the employee.

1. Statement of deficiency/conduct:

2. Evidence supporting deficiency/conduct:

3. Impact to the company:

4. Prior notices on this deficiency/conduct:

5. Summary of employee corrective action required:

6. Time frame for employee to improve:

7. Consequences if employee fails to improve:

It should be noted, your performance is not acceptable and must improve immediately; progress will be monitored closely. We will meet at the end of _____ days to review your progress. However, if little to no progress is being made or other unacceptable behavior occurs, further discipline may occur prior to the next review herein recorded.

Signature of this document is an acknowledgement that this matter has been discussed with you on this date and documented as such. By signing the document, you acknowledge the contents were reviewed with you prior to placing in your personnel file. Your signature is not required nor is it an indication or agreement or disagreement of the issues outlined in this document dated today's date.

Employee Comments:

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Distribution: One copy to Employee, one copy to supervisor, one copy to Human Resources and one copy to Human Resources for Personnel File