CATHOLIC DIOCESE OF DALLAS

# *Corrective Action Notice*

Date:

◯ Verbal (Oral Directive) ◉ Written ◯ Final Written

| Employee name: | Location Name: | Department: |
|---|---|---|
| Job Title: | Date of Hire: | Supervisor: |

**Observation(s):** Event or incident and supporting details.

On [DATE], you arrived at 9:47 a.m. for a workday scheduled to begin at 8:00 a.m. On [DATE], you arrived at 9:55 a.m. for a workday scheduled to begin at 8:00 a.m. On both occasions, you notified a coworker by text message that you would be late, but you did not personally notify the principal or follow the school's established call-in procedure. Following the first occurrence, you were coached on [DATE] and reminded of the required call-in procedure. The second occurrence took place after that coaching. The late arrivals required coverage or adjustments affecting your class and another class. On [DATE], you also missed the mandatory staff meeting scheduled for [TIME].

**Policy Violation(s):** Insert Number/Name of policy infraction(s).

CSO Policy 4122 Work Schedules: Employees are expected to adhere to assigned work schedules and, when unable to report as scheduled, must immediately notify their supervisor in accordance with the school's established call-in procedures. Failure to comply with established attendance and work schedules shall subject employees to discipline up to and including termination at the school's sole discretion.

CSO Policy 4519 Attendance & Punctuality: Absenteeism and tardiness adversely affect the efficiency and effectiveness of the educational program as well as the school's operation. Therefore, excessive absence or tardiness may result in disciplinary action up to and including termination.

**Plan for Improvement:** How the employee and supervisor will act to improve the situation and adhere to standards.

You are expected to report to work and be ready to perform your duties by your scheduled start time each workday. If you anticipate being absent or late, you must personally notify the principal as soon as practicable and follow the school's established call-in procedure: Call the principal's office; if there is no answer call the principal's cellphone; if there is still no answer send a text message to the principal's cellphone. If you do not receive a response, call the school front office and leave a message for the principal. Notifying a coworker does not satisfy this requirement unless the principal has specifically designated that employee to receive attendance notifications.

**Please note:** Corrective Action indicates that improvement must begin immediately and must be maintained. Failure to improve may result in progressive corrective action, up to and including termination. Follow-up date: (if applicable) _____

As your Manager, I am available to discuss any issues or concerns you may have as a result of this occurrence. Your signature acknowledges this discussion. It does not indicate agreement or disagreement with this plan.

Employee: _____ Date: _____

Manager: _____ Date: _____