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.

Following reports received from parents and students, the school conducted a review of inappropriate comments and behaviors from [employee]. It was determined that on [DATE], during [CLASS/EVENT], you made the following statement: "[QUOTE]." You expressed inappropriate and unprofessional conduct that is inconsistent with school expectations and standards for Catholic employees. These behaviors are a violation of our code of conduct, cause discredit to the school, negatively impacts operations, and detracts from creating a positive Catholic learning environment.

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

CSO Policy 4101 Standards for Catholic School Employees: Employees therefore are expected to conduct themselves in word, action,and example in a manner consistent with the ... teaching of the Catholic Church. School employees shall not engage in any behavior at school that could damage the public image of the school. School employees shall further refrain from any actions, publicly or privately, that could be an embarrassment, cause scandal, or bring discredit to the school.

CSO Policy 4501 Code of Conduct: ...treat all people, including students, with respect and conduct oneself in an ethical manner consistent with the teachings of the Church.

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

All employees are expected to: communicate with students respectfully and professionally at all times; maintain appropriate professional boundaries; comply with all employee conduct standards; avoid statements or behaviors that could reasonably be viewed as disrespectful, inappropriate, or inconsistent with school expectations. Seek guidance from administration if uncertain about professional conduct expectations.

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: _____