



CORRECTIVE ACTION DOCUMENT

Employee Name	EIN	Employee Job Title	Principal/Supervisor Name
Instructional Director	School/Work Location		Date

PURPOSE
<p>The purpose of this document is to outline the corrective action process designed to assist you in addressing performance and/or behavioral concerns that do not meet the requirements of your job. This corrective action process is being implemented immediately and will remain active for a three (3) year period from the date of this document. **Verbal Counseling and Professional Counseling are not disciplinary in nature. The Letter of Reprimand is the first level of disciplinary action. If further infractions occur, it could result in additional corrective action up to and including termination.</p>

SELECT APPROPRIATE ACTION

Verbal Counseling**	Professional Counseling**	Reprimand
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****This does not denote Disciplinary Action.**

This form provides you with information about your formal corrective action for: *(state the issue, policy and/or conduct being addressed).*

SELECT APPROPRIATE INFRACTION

REASON FOR CORRECTIVE ACTION
<p>On (INSERT DATE:), you engaged in (describe the conduct, for example, "Raising your voice and making inappropriate comments to another team member in the presence of a customer (or parent)").</p>

INSERT HERE:

DESCRIBE THE IMPACT OF THE CONDUCT: For example, "This conduct is disruptive to the workplace, presents an unprofessional work environment to our customers (or students), and violates our workplace expectations."

INSERT HERE:

ACTION STEPS TAKEN TO CORRECT THE DEFICIENCY

INSERT HERE:

PRIOR CORRECTIVE ACTION RECEIVED:

List all dates Employee received previous corrective action for a similar or unrelated problem(s) within the last three (3) years.

Date(s)	Reason(s)	Action Taken

SUMMARY TO EMPLOYEE

Failure to make adequate and sustained improvement in the areas outlined above, or the introduction of new concerns, could result in further corrective action up to and including termination of employment. In the event that you have concerns, do not hesitate to discuss them with your Principal/Supervisor.

Expectation for Professional Conduct:

Our goal at Prince George's County Public Schools (PGCPS) is to maintain a professional and productive work environment for every student, employee and our constituents. You are expected to conduct yourself in a professional manner, adhere to all PGCPS administrative policies and procedures, regulations, and to use good judgment in all aspects of your conduct as a PGCPS employee.

EMPLOYEE COMMENTS

ACKNOWLEDGMENT

The undersigned Principal/Supervisor reviewed this document with me. I understand that my signature does not imply my agreement with the content of this document. My signature appears as an acknowledgment that this document has been discussed with me along with my conduct expectations. Furthermore, I understand that I may submit further comments concerning this Corrective Action Form in writing within ten (10) days from the receipt of this document. My written statement will become part of this document.

The following resources are available to you if you wish to discuss personal issues that may be affecting your conduct or behavior:

- **Employee Assistance Program (EAP) is available free of charge and provides confidential and professional consulting 24 hours a day, 7 days a week. Contact EAP at 1-800-346-0110. You may also reach EAP via the web at inova.org/eap username: PGCPS password: prince.**
- **Our Absence Management department is available to provide you with information about leaves of absence for which you may be eligible, including Family Leave and Medical Leave (FMLA). Contact Absence Management at 301-952-6600.**

Employee signature

Date

Principal/Supervisor signature

Date

Assistant Principal/Supervisor signature

Date

<input type="checkbox"/>	A copy of the corrective action has been provided to the employee.
<input type="checkbox"/>	Attach additional documentation, if applicable.
<input type="checkbox"/>	A signed copy was placed in the employee's personnel file. (Reprimand Only)
<input type="checkbox"/>	The signed corrective action with all supporting documentation has been sent to ELRO.