

LOYOLA LAW SCHOOL
HUMAN RESOURCES POLICIES AND PROCEDURES

DIVISION: **LAW SCHOOL/HUMAN RESOURCES**

SUBJECT: **CORRECTIVE ACTION**

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Policy Number:

Supersedes: **DISCIPLINE**

Effective Date: **12/14/15**

Previously Issued: **07/22/09**

1. STATEMENT OF POLICY:

The Law School needs the very best skills, efforts and performance of its staff members to fulfill its mission. The Law School recognizes that in some cases, conduct or performance may occur that falls beneath management's expectations of Law School staff members. In general, management will normally endeavor to provide staff members with an opportunity to correct such conduct or performance by implementing a variety of corrective action measures. Management's goal is to identify and resolve problems as early as possible through timely and effective partnership with staff members.

2. POLICIES/PROCEDURES:

The Law School holds each staff member responsible for his/her behavior while on Law School premises or while engaged in Law School-related business. Unacceptable behavior may result in corrective action ranging from counseling to immediate dismissal from the Law School, depending upon the seriousness and/or frequency of the behavior. As your employment with the Law School is "at-will" – both the Law School and you each retain the right to terminate the employment relationship at any time, with or without notice or cause.

It is the policy of the Law School, when appropriate and at management's sole discretion, to implement corrective action. The purpose of corrective action in most cases is to help staff members improve poor or declining job performance, time and attendance problems, or conduct problems. Accordingly, managers are expected to make reasonable efforts to inform staff members of their job responsibilities and staff members are expected to know, understand and carry out those responsibilities in an efficient and satisfactory manner. Staff members should ask their managers for clarification whenever they are in doubt of what is expected of them. Managers are expected to make themselves reasonably available to staff members for that purpose.