I. POLICY REFERENCES
   UC-PPSM 22, Probationary Period
   UC-PPSM 23, Performance Appraisal
   UC-PPSM 45, Administrative Leave
   UC-PPSM 62, Corrective Action
   UC-PPSM 63, Investigatory Leave
   UC-PPSM 70, Complaint Resolution

II. APPLICABILITY
   Regular (Career) Status Professional and Support Staff (PSS)

   Employees in Probationary, Limited, Floater and Casual/Restricted Appointments are not considered regular (career) status employees. Please refer to UC-PPSM 22 (Probationary Period) and UC-PPSM 61 (Release During the Probationary Period or from Limited, Casual/Restricted and Floater Appointments) for further information.

III. GENERAL
   Supervisors shall apply necessary and appropriate corrective action whenever an employee fails to meet the expected standards of performance and/or workplace conduct. Supervisors are responsible for initiating corrective action in consultation UCOP Local Human Resources, as appropriate. Consultation should take place before initiating any corrective actions. For exclusively represented employees, please refer to the applicable collective bargaining agreement and/or contact UCOP Local Human Resources for more details.

IV. TYPES OF CORRECTIVE ACTIONS
   The types of corrective actions that can be taken are written warnings, corrective salary decreases, suspensions and demotions.

V. REASONS FOR CORRECTIVE ACTION
   Reasons for corrective action may include, but are not limited to, unexcused absenteeism or tardiness; insubordination; unethical behavior; violation of federal or state law; theft or misappropriation of University property; fighting on the job; discrimination, harassment, exploitation or intimidation, including sexual; acts endangering employees, students, visitors, or other University constituents; or, any other serious violation of University policies.

VI. PROGRESSIVE CORRECTIVE ACTION
   Corrective action usually is progressive in nature and intended to provide employees with an opportunity to correct continuing performance deficiencies and/or unacceptable workplace conduct before initiating more serious action up to and including dismissal, except when corrective action is the result of performance or misconduct which an employee knows or reasonably should have known was unsatisfactory.

   Factors that a supervisor/manager should consider in choosing the appropriate corrective action may include, but are
Corrective action should be preceded by consultation with UCOP Local Human Resources. For continuity and consistency, supervisors are strongly recommended to document continuing unacceptable performance or workplace misconduct, including examples of deficient work, misconduct, and previous meetings and/or other forms of communications with the employee regarding the specific problems leading to the corrective action. In instances where an employee may not have reasonably known that performance or conduct was unacceptable, remedial measures short of corrective action may include oral reprimand, counseling memos or special performance appraisals.

VII. WRITTEN NOTICE

A. Written Notice of Intent

Written “Notice of Intent” is required when issuing a corrective salary decrease, a suspension (except for a suspension pursuant to PPSM 64.D.) or a demotion. The notice should be issued by the employee’s immediate supervisor. The notice shall state the intended or proposed action, the reasons for the intended action, the proposed effective date(s), include a copy of the materials on which the corrective actions is based and state the employee’s right to respond orally or in writing, within ten (10) calendar days from the date of the issuance of the notice, to an Official Reviewer (also known as a “Skelly Officer”).

Copies of the Notice of Intent should be sent to Local Human Resources, the employee’s representative (if any), and the Official Reviewer.

B. Official Reviewer (Skelly Officer)

The person to whom the employee responds: the “Official Reviewer”, or “Skelly Officer”, should be a manager outside of the decision making process, whose position is equal to or higher than the supervisor/manager issuing the Notice of Intent.

The function of the Official Reviewer is to give the employee an opportunity to respond to and to minimize the risk that the Notice of Intent, proposing corrective action, was wrongly issued. The Official Reviewer reviews the Notice of Intent to impose corrective action, all supporting documentation, and the information provided by the employee in his or her response. The Official Reviewer may conduct other interviews as he/she deems necessary.

The Official Reviewer will submit a written recommendation or report, including the reasons for the recommendation, upholding, amending or overturning the proposed action(s) to the supervisor/manager who issued the Notice of Intent.

C. Reduction

If the corrective action is reduced after the employee’s response to the notice of intent to impose corrective action, no further notice of intent to impose corrective action is required.

D. Notice of Action and Delivery

Based upon the findings of the Official Reviewer’s recommendation, or if the employee does not request a review of the intended action, the supervisor prepares a letter informing the employee of the action to be taken, attaches a copy of the Official Reviewer’s report or recommendation, and if corrective action is to be taken, informs the employee about his/her appeal rights under university policy, or the union’s collective bargaining agreement.
Upon receipt of the official reviewer’s recommendation, the supervisor/manager will issue a written notice of the corrective to be taken (e.g. written warning, suspension, salary demotion, etc.). The written notice is to be hand-delivered or sent by U.S. Postal Service accompanied by a “proof of service” form. A person who is not involved in the corrective action process must complete and affix the Proof of Service form and hand-deliver or mail the notice.

When corrective action is to be imposed, the employee shall be advised of her/his right to review under UC-PPSM 70, Complaint Resolution. A copy of the final notice will be placed in the employee’s personnel file and a copy sent to UCOP Local Human Resources.

VIII. INVESTIGATORY LEAVE

If the employee’s unacceptable performance or inappropriate workplace conduct warrants immediate removal from the work site, Investigatory Leave (UC-PPSM 63) may be appropriate.

IX. RECORDS RETENTION

A record of corrective action must be retained in an employee’s personnel file for five (5) years after the end of the fiscal year in which the claim is resolved and no further similar or related corrective action has been taken. The record of corrective action should be deleted or destroyed after the retention period has lapsed.

Upon receipt of the official reviewer’s recommendation, or if the employee does not request a review of the intended action, the supervisor/manager will issue a written notice of the corrective to be taken (e.g. written warning, suspension, salary demotion, etc.), with an attached copy of the Official Reviewer’s report or recommendation, if one is written. If a corrective action is taken, the notice should also inform the employee about his/her appeal rights under university policy or the union’s collective bargaining agreement. The written notice is to be hand-delivered or sent by U.S. Postal Service accompanied by a “proof of service” form. A person who is not involved in the corrective action process must complete and affix the Proof of Service form and hand-deliver or mail the notice.