

## CORRECTIVE ACTION REQUEST PACKET CHECKLIST – CWA

### REQUEST FOR CORRECTIVE ACTION LETTER

- Employee's name
- Employee ID #
- Job title
- Work location/address
- Date of hire
- Date of last incident
- 45<sup>th</sup> day - from date of last incident\*
- Nature of infraction
- Narrative summary of why corrective action is being requested referencing policy, procedure, rule/guideline or contract article violated and impact of that violation on the department. Include a chronological summary of incidents related to infraction.

### SUPPORTING DOCUMENTATION

- Manager and employee schedules four weeks out from date of request (for purposes of scheduling hearing)
- Relevant counseling documents and/or incident reports
- Witness statements
- Employee's response
- Appropriate and relevant e-mails
- Attendance summary
- Position description (if appropriate)
- Application for leave forms (completed and marked unapproved or approved by the supervisor) if attendance-related issues exist.
- Copy of policy and/or procedure violated
- If absences for ill three consecutive days:
  - Was FMLA considered and was FMLA notification letter sent as appropriate?
  - If CWA, was a doctor's note provided for three days absence?
  - Is this an individual with a disability (ADA)?
  - Was an accommodation requested?
  - Was an accommodation granted?
  - Are there any particular restrictions?

### PREVIOUS CORRECTIVE ACTION ISSUED

- Copy of active previous corrective action that has been issued to the employee (written reprimand, documented constructive counseling, suspension, etc.). Include letter signed and dated by the employee or, if employee refused to sign, signed by witness.
- For CWA and covered members only, refer to appropriate contract regarding timelines on using previous discipline.

### CONSIDERATIONS

- Is the employee on leave? This will affect scheduling.
- Ensure the supervisor with first-hand knowledge will be available and present at the hearing.

\*Per OSU/CWA contract, employee is due notification of the hearing outcome within 45 days of the last incident.