

Corrective Action/Hearing Request Packet – CCS Staff

Potential items to include as supporting documentation

- Documentation of employee's response to most recent issues
- Witness statements (if relevant)
- Pertinent e-mails
- University rule, policy, and/or procedure violated
- Prior counseling documents
- Prior notices of formal corrective action
- Position description (if relevant)
- Attendance summary (for attendance issues)
- Application-for-leave requests marked unapproved or approved by the supervisor (for attendance issues)
- Employee schedule two weeks out from date of request (for purposes of scheduling hearing)



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