



CORRECTIVE ACTION PROCEDURE

APPROVED BY THE EXECUTIVE DIRECTOR
OF THE SOUTH FLORIDA WATER MANAGEMENT DISTRICT:

DISTRICT CLERK'S OFFICE

ARTICLE 220.307

TITLE: Corrective Action Procedure

ORIGIN: Article 120.307, Corrective Action Policy

SCOPE: **Employees**

GUIDING PRINCIPLES:

District employees **shall** observe all District Policies and Procedures and shall not engage in any conduct that is not in the best interest of the District. Acceptable conduct is described in the District Policies and Procedures; some examples of unacceptable conduct are described in the District's Standards of Conduct Policy.

A **corrective action** shall be initiated as soon as possible following an employee's misconduct and, in every case, no more than 14 calendar days from the date the supervisor/manager becomes aware of the misconduct, unless an investigation is warranted.

Should there be a need to conduct an investigation into an employee's suspected misconduct; corrective action shall be issued within fourteen (14) calendar days from the conclusion of the investigation.

An extension of time to take corrective action may be granted by the employee's Department Director upon written request of the appropriate supervisor/manager.

Corrective actions range from the least serious, oral reprimand, to the most serious, **separation**, and are generally meted out progressively, based on the particular circumstances, but there is no guarantee that one form of corrective action **will** necessarily precede another. Serious misconduct as determined by the District **may** result in immediate **suspension** and/or immediate separation. Please refer to the non inclusive [list](#) of corrective action violation definitions and reference number of violations.

PROCESS:

A. Supervisors shall use the following types of corrective action when an employee disregards the District's Policies and Procedures:

1. An Oral Reprimand is an informal notice to an employee that his or her improper behavior is recognized by his or her supervisor.
 - a. The employee's supervisor shall meet with him or her to discuss the observed improper behavior and the expected proper behavior.
 - b. The employee's supervisor shall document the date, time and subject of the discussion.
 - c. The employee's supervisor shall caution the employee that future similar behavior will result in more serious corrective action.

A Written Reprimand is a formal notice to an employee that his or her improper behavior is recognized by his or her supervisor.

- a. The employee's supervisor shall prepare a detailed description of the improper behavior and the expected proper behavior on a Corrective Action Form ("CAF") and review the CAF with his or her **Division Director** and HR Solutions. A supervisor who is a Division Director or more senior supervisor need not review the CAF with his or her next level supervisor.
- b. The employee's supervisor shall meet with him or her to discuss the observed improper behavior and the expected proper behavior and to review the CAF with him or her.
- c. The employee's supervisor shall ask the employee to acknowledge that the CAF was reviewed with him or her by signing and dating the form.
 - i. If the employee refuses to sign the CAF, the employee's supervisor will note the refusal on the form.
 - ii. A copy of the CAF shall be sent to the employee's personnel file through HR Solutions.
 - iii. The employee's supervisor shall provide a copy of the CAF to the employee.
- d. The employee may prepare a memorandum explaining his or her behavior that will be placed in his or her personnel file.

- The employee's explanatory memorandum shall be sent to his or her personnel file through HR Solutions with a copy to his or her supervisor.
3. A Suspension Without Pay is a personnel action that relieves an employee of duties and **compensation** as a consequence of the employee's improper behavior that is recognized by his or her supervisor.
 - a. The employee's supervisor shall prepare a detailed description of the improper behavior and the expected proper behavior on a CAF and review the CAF with his or her Division Director. All CAFs recommending suspension without pay must be approved by the supervisor's **Department Director**, or the next level supervisor if the Department Director is the supervisor, and reviewed by HR Solutions.
 - b. The employee's supervisor shall meet with him or her to discuss the observed improper behavior and the expected proper behavior and to review the CAF with him or her.
 - c. The employee's supervisor shall ask the employee to acknowledge that the CAF was reviewed with him or her by signing and dating the form.
 - i. If the employee refuses to sign the CAF, the employee's supervisor shall note the refusal on the form.
 - ii. A copy of the CAF shall be sent to the employee's personnel file through HR Solutions.
 - iii. The employee's supervisor shall provide a copy of the CAF to the employee.
 - d. The employee may prepare a memorandum explaining his or her behavior that will be placed in his or her personnel file. The employee's explanatory memorandum shall be sent to his or her personnel file through HR Solutions with a copy to his or her supervisor.
 - e. The employee shall absent himself from work for the period of time indicated in the CAF as directed by his or her supervisor.
 4. A separation initiated by the District for Conduct is a personnel action that severs an employee's employment relationship with the District as a consequence of the employee's improper behavior that is recognized by his or her supervisor.

- a. The employee's supervisor shall prepare a detailed description of the improper behavior and the expected proper behavior in a memorandum and review the memorandum with his or her next level of management.
 - b. A memorandum recommending separation shall proceed as described in the District's Separation from Employment Procedure, Article 220.505, Process, B.1.
- B. Supervisors shall ensure that their subordinate employees receive the same corrective action in like circumstances.
 - 1. An employee's number of instances of improper behavior shall be considered by the supervisor when determining the proper corrective action.

The seriousness of the employee's improper behavior as it relates to his or her job within the District and/or its effect on the District shall be considered by the supervisor when determining the proper corrective action.
- C. A Corrective Action Form (CAF) is a part of the employee's personnel record. Corrective actions shall be considered inactive one year from the date the CAF is reviewed with the employee provided there are no more instances of the similar improper conduct.
 - 1. If there are additional instances of similar improper conduct within the one-year period, the CAF remains active and shall be considered by the supervisor in determining the appropriate corrective action.

If there are no additional instances of similar improper conduct within the one-year period, but there is a pattern of recurring similar improper conduct, the CAF shall be considered by the supervisor in determining the appropriate corrective action.

SUNSET: N/A