

WSU POLICY APPROVAL  
COVER PAGE

<b>DATE POLICY REQUEST TO PET:</b>	[INSERT DATE]			
<b>IS THIS A NEW POLICY OR CHANGE TO AN EXISTING POLICY?</b>	<b>NEW</b>		<b>EXISTING</b>	<b>X</b>
<b>CURRENT POLICY TITLE:</b>	3.48 / Coaching and Corrective Action			
<b>REVISED POLICY TITLE:</b>	3.48 / Coaching and Corrective Action			
<b>LAST REVISED DATE OF POLICY:</b>	Effective February 23, 2018			
<b>INITIATING AUTHORITY:</b>	Human Resources			
<b>SUMMARY OF POLICY OR POLICY CHANGE:</b>				

This policy is being revised to:

- Update to current standard format and clarify the progressive coaching and corrective steps.
- Add separate paragraph to the procedures section to clarify the application of the coaching and corrective action steps.
- Clarify that matters of dismissal and low performance for tenured faculty will be addressed under Policy 4.34.
- Update definitions to: coaching plan, employee, separation, leadership, and controlled affiliated organizations.
- Remove separate sections on Employee and Leadership responsibilities.

	Faculty Senate [PENDING]
	Staff Senate [PENDING]
<b>OTHER NOTES FOR CONSIDERATION: N/A</b>	
<b>OWNER OF POLICY REQUEST FOR QUESTIONS:</b>	Rebecca Reiling

### 3.48 / COACHING AND CORRECTIVE ACTION

#### INITIATING AUTHORITY

- A. Human Resources serves as the initiating authority for this policy.

#### PURPOSE

- A. The purpose of this policy is to establish University expectations and guidance for addressing unmet Employment Expectations for all University Employees. Nothing in this policy shall be construed as changing the Employment At Will status of any  
  
take any level of disciplinary action, up to and including termination.

#### POLICY

- A. **When Coaching or Corrective Action May Be Administered.** The University is committed to providing an environment that encourages and assists employees in meeting Employment Expectations. Employees should seek direction and assistance from Leadership as necessary to ensure Employment Expectations are met. Failure by an Employee to meet Employment Expectations may result in Coaching and/or Corrective Action up to and including Separation from Employment that is initiated by Leadership. All





8. **Tenured Faculty:** An Employee who is classified within the eclass or

manner. This should generally occur within three (3) University business days of receipt of the Coaching and/or Corrective Action. Employee comments shall be attached to the Coaching and/or Corrective Action Memo for filing in the provided to Leadership, if the Employee comments were not sent to HR by Leadership.

**APPLICABLE LAWS AND ADDITIONAL RESOURCES**

- A. [WSU Policy 3.15 / Internal Dispute Resolution Process](#)
- B. [WSU Policy 3.41 / Separation of Employment](#)
- C. [WSU Policy 4.04 / Resolution of Internal Disputes for Faculty](#)
- D. [WSU Policy 4.34 / Dismissal For Cause](#)

**REVISION DATES**

- A. [INSERT PET APPROVED DATE]