

## **7140      CORRECTIVE ACTIONS**

7140.1 A corrective action is intended to correct and improve an employee's job performance or behavior in a formal systematic manner. Corrective actions do not adversely affect the current base pay, status, or tenure of the employee. The following provisions shall apply to corrective actions:

- (a) Corrective actions must be in writing;
- (b) Corrective actions may be administered for the causes listed in this chapter;
- (c) When the reason for a corrective action is a performance problem, the supervisor can use either the written corrective action format or the Performance Appraisal (PA);
- (d) Corrective actions may be administered concurrently with disciplinary actions.

7140.2 A corrective action shall be in writing and shall contain the following information:

- (a) The area(s) of needed improvement;
- (b) The corrective actions the employee must take;
- (c) The time allotted to the employee to make the correction shall be reasonable and in accordance with the nature of the problem;
- (d) The consequences the employee will face if he or she fails to make the necessary corrections;
- (e) A statement that the employee may submit a written explanation to the supervisor. The statement shall be attached to, and kept with, each copy of the corrective action in the employee's file.

7140.3 A corrective action may contain a statement that the action will be removed from the employee's file after a specified period of time if the employee satisfactorily complies with the terms of the corrective action.

SOURCE: Notice of Final Rulemaking published at 42 DCR 6914, 6935 (December 8, 1995).