

PPSM POLICY 62 CORRECTIVE ACTION

LOCAL IMPLEMENTING PROCEDURES

Responsible Units:	Employee & Labor Relations
Responsible Office:	Human Resources
Issuance Date:	January 9, 2018
Effective Date:	February 1, 2018
Scope:	Professional & Support Staff, regular status, non-probationary career only.

I. Summary

UC Santa Barbara's Local Personnel Policies for Staff Members (LPPSM) provide additional guidance and implementing procedures for the Systemwide PPSM. This local procedure provides additional information or procedural steps not included in the corresponding systemwide policy.

II. Definitions

Not applicable.

III. References

[PPSM 62- Corrective Action](#)

IV. Responsibility

The Director of Human Resources is responsible for administering this procedure, in consultation with the Vice Chancellor of Administrative Services.

V. Procedures Text

- A. Approval of Corrective Actions.** Prior to taking formal corrective action, managers and supervisors shall review the need for corrective action with Employee & Labor Relations.
- B. Response Extension.** An employee may request an extension of the response period for a notice of intent by submitting a written request for extension to Employee & Labor Relations. The request for an extension must be made before the end of the response period. The decision to approve or deny the request will be provided to the employee in writing.

- C. Records.** Records of corrective action and counseling memos are retained in the employee's personnel file. Upon the employee's written request, corrective action and/or counseling memos may be removed from the employee's personnel file after a period of two years from the date of the document's issuance if there have been no other corrective action or counseling memos on or relating to the same or similar issue. If the employee's request for removal of the document is approved, the document is removed from the employee's personnel file and transferred to Employee & Labor Relations for the remainder of the applicable University document retention period.
- D. Applicability.** This procedure applies to regular status career Professional and Support Staff who have passed probation. This policy does not apply to employees who hold positions in Limited, Contract, Casual/Restricted or Management & Senior Professional or Senior Management Group appointment types.