

270 - Corrective Action Procedure

Corrective Action will be used when employees violate school policies, work rules or procedures, or fail to meet performance standards. In all cases of corrective action, each incident will be evaluated on its own merit.

While George Washington Academy (GWA) endorses the principle of progressive discipline, it has sole discretion to determine appropriate corrective action up to and including termination. Examples of serious offenses which may result in immediate termination include, but are not limited to, gross safety violations, dishonesty, fighting, insubordination, offensive behavior, possession of firearms, the use or possession of alcoholic beverages or controlled substances while on duty, reporting to work while under the influence of or impaired by alcoholic beverages or controlled substances, theft or willful destruction of property or facilities.

All corrective action is within the discretion of GWA. Examples of corrective action that may be taken by GWA, includes but is not limited to, the following:

Corrective Action Steps:

1. Verbal Warning
2. Written Warning
3. Final Warning
4. Termination

GWA reserves the right to move to any step within the corrective action process depending on the severity of the offense.

When it is necessary to issue an Employee Corrective Action Report, it will be maintained in the employee's personnel file.

This policy shall not modify nor shall it be construed to modify the "at will" nature of employment, meaning that all employees may be terminated at the will of GWA, with or without cause and with or without notice.