

POSITIVE CORRECTIVE ACTION (PCA) FORM

Employee Name		Date Issued	
Position		Department	
Supervisor Name			

PERFORMANCE CORRECTIVE ACTION:

Verbal Warning
 Written Warning
 Suspension
 Termination

PREVIOUS POSITIVE CORRECTIVE ACTION(S)

<input type="checkbox"/>	Verbal Warning (date):	
<input type="checkbox"/>	Written Warning (date):	
<input type="checkbox"/>	Suspension (date):	

Description of Issue

Absenteeism
 Unsatisfactory job performance
 Safety violation
 Conduct
 Policy or procedure violation
 Other: _____

FACTUAL NARRATIVE OF UNACCEPTABLE PERFORMANCE/MISCONDUCT: *(Describe the facts and circumstances relating to the conduct that gave rise to this Positive Corrective Action. Include all relevant dates, times, places, persons present, Departmental impact, applicable CWRU policies, etc.)*

You were hired _____ as a _____ in the _____ department. Your duties include _____.

[Detail issues]

POSITIVE CORRECTIVE ACTION REQUIRED:

Based upon _____ and the severity of the situation, you are being issued a **verbal/written warning/suspension** in accordance with the university's Positive Corrective Action policy.

Pursuant to the [Hybrid Work program](#), your **hybrid work arrangement/hybrid flex comp days** is withdrawn for the next twelve (12) months and may be reviewed after the twelve (12) month period has ended. **Assuming no further discipline and a successful review, because those days are**

prorated, after the twelve (12) months period you will receive _____ Flex Days for the remainder of next FY (*i.e.*, to use between DATE 1 YEAR FROM PCA – END OF FY).

Employee’s Comments (if any):

By signing below, you acknowledge that you have received this PCA Form. You are not acknowledging agreement with the information in the PCA Form and are not waiving any grievance rights you have.

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE

* * *

The Staff HR Grievance Policy (<https://case.edu/hr/university-policies/staff-hr-policies/staff-services/staff-hr-grievances>) outlines staff grievance rights, including limitations and exclusions.

The Staff HR Grievance Procedure (<https://case.edu/hr/university-policies/staff-hr-policies/staff-services/staff-hr-grievances/staff-hr-grievance-procedure>) outlines the staff grievance process, including the timing of grievances.

The Office of Equity has its own [Grievance Procedure](#). Staff must follow that procedure if filing a grievance alleging discrimination or violation of the university’s equity policies.