

ARTICLE 19. CORRECTIVE ACTION

Employees are responsible for knowing the rules and standards for individual behavior provided by the Employer.

~~19.1. Administrative Leave.~~

19.1.1. Administrative leave may occur when safety or security concerns indicate that an employee must be removed from the workplace, or when an investigation is needed. Administrative leave may occur with or without pay, depending on the nature of the concern or investigation. An employee placed on administrative leave pending investigation will be provided with an appropriate description dependent on the circumstances of the nature of the conduct under investigation and will be updated on the status as appropriate.

19.1.2. Corrective action will be for just cause. Corrective action can be based on a single incident, continued instances, and/or overall performance or conduct. Separate progressive corrective actions are not required for each issue or incident. Depending on the severity of the incident, any step, including termination, may be an appropriate first action. Progression through each of the action steps is not automatic or required. In determining the appropriate corrective action step, the Employer will consider the severity of the offense, the number of prior offenses, the time period between offenses, and any other relevant criteria.

19.1.3. All levels of corrective action shall be documented in writing. An employee shall receive a copy of any corrective action that is retained in the personnel file.

19.1.4. Coaching.

The manager or supervisor meets with the employee to describe the problem or issue and expectations. This discussion shall be documented. The completed form should be retained in the unit file for the employee as a reference if needed. Discussion Notes are not corrective actions and are not sent to Human Resources to be placed in the employee's Human Resources file, and are not subject to the grievance procedure. A copy of the Discussion Note is given to the employee.



19.x Investigatory Interviews. An employee may request to have a union representative present during investigatory interviews that the employee reasonably believes could lead to disciplinary action.

~~———— Corrective Action Options:~~

~~An employee at any time may assert their Weingarten Rights if/when a meeting with a manager or supervisor could lead to discipline.~~

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~~Weingarten Right to OFNHP Representation. A bargaining unit member shall have the right to request a representative of OFNHP accompany them to any meeting with the Hospital when they reasonably believe that such meeting may result in a disciplinary action. The Hospital shall not deny a member's reasonable request for representation. If an OFNHP steward is available, they shall be permitted to attend. If an OFNHP steward is unavailable, both parties will collaborate promptly to schedule a meeting.~~

~~19.2.——~~

~~19.2.1.1.——~~

~~19.2.2.19.1.5.—— Documented Verbal Corrective Action.~~

~~19.2.2.1.19.1.5.1. A Documented Verbal Corrective Action may be delivered following a specific incident or after a period of time during which conduct or performance does not meet expectations.~~

~~19.2.3.19.1.6.—— Written Corrective Action:~~

~~19.2.3.1.19.1.6.1. This action can address either a specific incident that calls for immediate attention or an overall concern about performance or conduct that includes more than one issue or problem. Written Corrective Action is more serious than a Documented Verbal Corrective Action.~~

~~19.2.4.19.1.7.—— Final Corrective Action:~~

~~19.2.4.1.19.1.7.1. Final Corrective Action may or may not be given before termination of employment. If it is given, it should clearly and concisely describe problem areas, performance~~



expectations/standards, and necessary actions for the employee to meet expectations. The Final Corrective Action states that termination will follow if an employee does not correct the problem.

19.2.5.19.1.8. Termination.

19.2.5.1.19.1.8.1. Termination may occur when corrective action has not resulted in sufficiently improved performance or conduct or when problems are of a serious nature.

19.2.6.19.1.9. Documentation of Corrective Action.

19.2.6.1.19.1.9.1. All formal corrective action (Documented Verbal Corrective Action and above) will be documented in writing and placed in an employee's personnel file.

19.2.6.2.19.1.9.2. ~~Pilot Program.~~ After two (2) years, employees may request that previous corrective action shall not be used as a means to deny the employee a posted position, training opportunity, or any other instance impacting their employment, provided there has been no additional corrective action during that time. ~~This Pilot Program expires with the collective bargaining agreement.~~

19.2.7.19.1.10. An employee subject to discipline will be permitted to submit a letter of explanation to their personnel file to explain how the employee believes a disciplinary action is inaccurate, fails to account for an important circumstance, or fails to meet the good cause standard.

19.3.19.2. Notice of Resignation.

19.3.1.19.2.1. An employee shall provide the Employer with at least fourteen (14) calendar days' notice prior to resignation.

Agreed 4-29-26

 4/29/26

Kellen Wilson

Sean Weiss
LMP Unit chair

 4/29/26
Jamie Platt

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