

**EMPLOYEE PLAN OF CORRECTION**

Employ Name: \_\_\_\_\_ Date: \_\_\_\_\_

- Verbal
- Written
- Probation
- Suspension
- With Pay
- Without Pay

**It is the responsibility of all employees to observe the Policies and Procedures and the regulations necessary for the proper operation of Northwest Arkansas Community College.**

Corrective action may be initiated upon any employee for conduct or actions that interfere with or prevent NWACC from effectively and efficiently discharging its responsibilities to the people we serve.

The following checked item(s) has/have been observed to be sufficient reason for correcting your performance: (as stated in the Administrative Procedures Manual)

- 1. Failure to perform assigned duties;
- 2. Incompetence in performing assigned duties;
- 3. Willful neglect of duty;
- 4. Failure to work cooperatively with supervisor or co-workers;
- 5. Failure to follow administrative directives;
- 6. Excessive absenteeism, tardiness, or inappropriate use of sick time or leaves of absence;
- 7. Dishonest or illegal behavior, possession of illegal drugs, conviction of any crime involving moral turpitude, drunkenness which detrimentally affects job performance or the image of the college;
- 8. Any act or statement which would be detrimental to the welfare, objectives, or philosophy of the college;
- 9. Insubordination;
- 10. Refusal to comply with college policies and procedures;
- 11. Refusal to comply with Federal and State guidelines;
- 12. Other.

**Observation(s) of inadequate performance or inappropriate behavior: (give dates and times of specific behaviors observed)**

**Negative impact of employee behavior:**

**Actions taken at this time:**

**The following actions will be taken if the employee fails to complete this plan:**

- 1.
- 2.
- 3.

**Comments from employee:**

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\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Program Director Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Signature of employee acknowledges receipt of Plan of Suspension,  
not necessarily agreement of what is written.

Note: NorthWest Arkansas Community College is an "At-Will" organization. Therefore, this Plan  
of Suspension may be initiated at any stage of the progressive discipline policy.  
(Depending on the severity of the actions(s) being corrected)

Grievance Policy can be retrieved from the shared K drive.

