

## **Policy Title: Corrective Action**

**Impact:** Benefits Eligible, Non-Faculty Employees

**Responsibility:** Human Resources

**Effective Date:**

**Last Update:** 02/14

**Relates to Procedure:** 3.02.10

**Legal Citation(s):**

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### **I. Policy Narrative**

North Idaho College strives to provide its employees with an employment structure that helps individuals grow and improve in their careers. NIC personnel are expected to meet certain standards of performance on the job, to adjust to changes in work assignment and schedules when necessary, and to be willing to learn new skills and apply them where they are most critically needed.

The corrective action process is intended to improve the employee's performance to a sustained acceptable level and to provide a process that allows supervisors and employees to work together.