

Effective Date: July 1, 2026

POLICY

EMPLOYMENT

Employee Handbook – Section 211 Performance Management and Corrective Action Policy

RESPONSIBLE OFFICE

Human Resources

211 Performance Management and Corrective Action Policy

The purpose of this policy is to provide guidance for managing work performance and conduct beyond the annual performance appraisal and annual performance goal-setting process. This policy provides a structured process to improve performance and prevent recurrence of undesirable employee behavior and performance issues where possible. These steps are not intended to apply to every situation. The University reserves the right to combine or skip steps depending on the facts of each situation and the nature of the offense.

211.1 Policy Statement?

All employees are expected to meet acceptable performance standards of their position

established by their supervisor as well as to conduct themselves in a professional
manner that is consistent with University policies and procedures. When an employee

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cannot or does not do so, the supervisor is expected to take action that may include performance counseling or corrective action.? In determining what performance counseling or corrective action is appropriate, the seriousness of the infraction or action, the employee's past record, and the circumstances surrounding the matter will be taken into consideration.??

In addition, the University is an at-will employer, and this guidance does not preclude the University from ending the employment relationship without notice at any time.??

Decisions about whether discipline is necessary and what type of discipline is to be imposed are at the sole discretion of the University. The various forms of discipline are generally described below:

Verbal warnings are oral notice to an employee that performance expectations are not being met or that their conduct is inappropriate in the workplace. Verbal warning clarifies the standards of acceptable performance or conduct and may identify the potential consequences if the problem is not corrected.?

Written warnings identify the nature of the performance or conduct concern, what needs to change or improve, and the potential consequences if the problem is not corrected.?

A Performance Improvement Plan (PIP) outlines specific areas of improvement that must be made within a specified time period and includes various checkpoints for assessment.?

A disciplinary suspension without pay temporarily removes the employee from the workplace and may be imposed during an investigation into or as the result of a serious violation or infraction of a University rule or policy. Such suspensions without pay will generally not exceed 60 calendar days.

The University may terminate an employee at any time. Supervisors should work in consultation with Human Resources' Employee & Labor Relations Office to determine the best course of action depending on the facts and circumstances.

211.2 Probationary Period Employees?

Please refer to the University's corrective action policy at www.u.wisc.edu/employee-and-labor-relations/corrective-action-policy/.
Newly hired employee members, transferred, or promoted employees have a 90-calendar day probationary period in their respective new roles. The probationary period

may, at Management’s discretion, be extended beyond 90 days in order to assess the work of the newly hired, promoted, or transferred employee.

211.3 Employee Fitness for Duty

If a supervisor has reason to believe that an employee’s physical or mental health is impacting their ability to perform the essential functions of their position, the supervisor should refer the employee member to Occupational Health or the Faculty and Staff Assistance Office in accordance with the University’s Fitness for Duty Policy. In certain limited circumstances, an employee may be required to comply with certain requirements as a condition of continued employment. The department’s HR Business Partner must approve such requirements. Managers should refer to the [Fitness for Duty Policy](#) and contact their HR Business Partner for additional information.

An administrative leave temporarily removes the employee from the workplace when there is an objective and reasonable basis to believe that the employee’s continued presence in the workplace during the investigation may pose a direct threat to themselves or others, or the employee is unable to perform an essential function of their position. Administrative leaves are with pay for 15 calendar days and may be extended on an unpaid basis until the Fitness for Duty or direct threat examination is complete.?

END OF POLICY TEXT

Additional Resources Regarding This Policy

Related Policies and Procedures

- [Employee Handbook Policies Manual](#) (staff)
- [Faculty Handbook](#) (faculty)
- [Fitness for Duty Policy](#)

Related BU Websites

- [Human Resources](#)
 - [Manager Resources](#) - HR Website

THIS POLICY IS PART OF THE [EMPLOYEE HANDBOOK AND POLICIES MANUAL](#), AND SHOULD BE READ IN CONJUNCTION WITH ALL OF THE POLICIES THAT COMPRISE THE HANDBOOK. THE PROVISIONS OF THE EMPLOYEE HANDBOOK DO NOT CONSTITUTE AN EMPLOYMENT CONTRACT AND DO NOT ALTER THE AT-WILL STATUS OF AN EMPLOYEE.

Categories: Employee Handbook and Policies Manual, Employment, Non-Represented Staff
Keywords: Corrective Action Policy, Performance Management