

Corrective Action Plan

Classified Employees



Employee Name	<input type="text"/>
School/Department	<input type="text"/>
Position	<input type="text"/>
Principal/Director	<input type="text"/>

Date

This **Corrective Action Plan** (CAP) is intended to provide you with clear, concise details outlining the directives for improvement and resources for improvement as directed. Directives must be **Specific, Measurable, Achievable, Realistic and Timely** (SMART).

DIRECTIVE(S)

1.	<div><div></div><div>Completion Date</div></div>
Resources	<div></div>
2.	<div><div></div><div>Completion Date</div></div>
Resources	<div></div>
3.	<div><div></div><div>Completion Date</div></div>
Resources	<div></div>

OTHER RESOURCES:

Jordan District Policies <http://policymanual.jordandistrict.org/>

Employee Assistance Program (EAP) - The District provides free assistance to employees through Blomquist Hale. They can be contacted by calling 801-262-9619 or at www.blomquisthale.com. They provide help to employees in the following areas: relationship difficulties, family problems, work related issues/stress, anxiety/depression, legal and financial issues, etc.

My signature below indicates that I have received a copy of this Corrective Action Plan.

Employee Signature: _____ Date: _____

Principal/Director Signature: _____ Date: _____