

Corrective Action Plan

Education Support Professionals Employees



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

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. | <input type="text"/> | <input type="text"/> | Completion Date |
| Resources | <input type="text"/> | | |
| 2. | <input type="text"/> | <input type="text"/> | Completion Date |
| Resources | <input type="text"/> | | |
| 3. | <input type="text"/> | <input type="text"/> | Completion Date |
| Resources | <input type="text"/> | | |

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: _____