

# Hopkins Policy & Document Library (HPO)

## *Policy Buzz*

### *Corrective Action Policy FAQs*

<b>Policy Name</b>	<a href="#">Corrective Action (HR927)</a>
<b>Planned Publication Date</b>	7/1/2020
<b>New or Revised Policy</b>	Revision of HR603
<b>Policy Manual Name</b>	<a href="#">JHHS/JHM Human Resources Manual</a>

### ***Purpose of the Policy***

The Participating Organizations are committed to establishing standards of conduct in the workplace. Previously known as Discipline, this policy sets guidelines and procedures for maintaining these standards of conduct, congenial working conditions, and employee safety.

### ***Scope***

This policy applies to:

- ✓ HCGH OB/GYN Associates
- ✓ Howard County General Hospital
- ✓ Johns Hopkins All Children's Health System
- ✓ Johns Hopkins All Children's Hospital
- ✓ Johns Hopkins Bayview Medical Center
- ✓ Johns Hopkins Community Physicians
- ✓ Johns Hopkins Healthcare LLC
- ✓ Johns Hopkins Home Care Group
- ✓ Potomac Home Health Agency & Home Support
- ✓ Johns Hopkins Medical Management Corporation
- ✓ Johns Hopkins Medicine International
- ✓ Johns Hopkins Regional Physicians
- ✓ Johns Hopkins Surgery Centers Series
- ✓ Sibley Memorial Hospital
- ✓ Suburban Hospital
- ✓ The Johns Hopkins Health System Corporation
- ✓ The Johns Hopkins Hospital
- ✓ Johns Hopkins HealthCare LLC
- ✓ Johns Hopkins Imaging

### ***What You Need to Know***

- ✓ Formerly referred to as Disciplinary Policy, now Corrective Action
- ✓ Streamlined steps across JHM:
  - Counseling, Written Warning, Final Warning, Termination
  - Deletion of Decision Making Leave
  - Administrative Leave is not a form of discipline and should only be used for instances described in the policy
- ✓ Performance Improvement Plan addendum added as an alternative to Corrective Action
- ✓ Suspension used only for noncompliance with flu, mandatory trainings, lapse of licensure/certifications, etc.
- ✓ Failing to wear proper Personal Protective Equipment (PPE) or masks to adhere to Hospital Epidemiology and Infection Control (HEIC) guidelines added to Major Violations

For questions pertaining to this policy, please contact your HR Business Partner or local HR department.

**More Information:** See the entire policy by clicking on this link:

[https://hpo.johnshopkins.edu/enterprise/policies/157/44629/policy\\_44629.pdf](https://hpo.johnshopkins.edu/enterprise/policies/157/44629/policy_44629.pdf)

