

Joe,

Per our conversation, here is the Corrective Action Plan (CAP). The Corrective Action Plan will have two purposes: to insure Susie and I are clearly communicating with you in regard to your job duties and to ensure you communicate with us to when you do not fully understand what is expected of you.

## **TWENTY-DAY CORRECTIVE ACTION PLAN**

### **Term and Conditions** **October 23, - November 17, 2008**

#### **I. Section I: Time and Attendance**

- You will report to no later than 1:00 a.m. daily and leave no earlier then 5:00

#### **II. Section II: Duties Responsibilities**

- Once you are at work you will turn off the ringer on your cell phone. (I will allow you to check for messages every hour.)
- You will immediately check your email to see what task(s) your supervisor has for you to do.
- If you do not fully understand her instructions, you will talk to her and ask for clarification.
- You will check to see if any of the managers have left any work on your desk or in your mailbox.
- At the end of the day you will communicate with Susie and me what tasks you worked on, what tasks you have finished and what task you have not finished.

Should you fail to comply with the Terms and Conditions of this Corrective Action Plan your last day of work will be November 17, 2008

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One of my fellow supervisors also suggested I stay in the office for two weeks and monitor you. I strongly disagreed with her suggestion. Frankly, I will not hire a worker who needs constant supervision. I hired you because I felt you were mature and would need little supervision. In addition, I viewed you as dependable and with the amount of intelligence to learn and carry out your duties in an effective, efficient manner. I'm paying you accordingly.

I strongly believe you can be a good worker once you put your mind to it. I will help by making our work environment a pleasant place to work. I will insure that you have the office equipment you need and that the cleaning staff maintains the office in good condition.