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Counseling and Corrective Action – A Guidebook for Management
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(Section 12 of Employee Handbook)\(^1\)

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2May also include a Performance Improvement Plan (PIP) as appropriate

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2May also include a Performance Improvement Plan (PIP) as appropriate

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3Involuntary terminations require the explicit, prior agreement of John Himsel – Sr. Director, HR 713-263-5498 or 832-409-9676. Determination will be based upon information provided by local HR.

A. When and how to administer an employment termination
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Note we suspend pending investigation, and with pay. The company does not suspend for disciplinary reasons. In the event of substance abuse testing that leads to MRO involvement, there is an exception to the suspension with pay provision.

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Appendix 3  Glossary of Employment Law Related Terms

Appendix 4  Final Paychecks for Departing Employees

Appendix 5  Copies of the following are included in the appropriate sections and on the Zone under Manager Tools – “Counseling and Corrective Action.”

A. Optional Manager Log (Usage may be required depending on location)
B. Blank Goodman Corrective Action Report
C. Sample warnings (one of which also includes a combination Written Warning and Performance Improvement Plan (PIP)
D. Blank Performance Improvement Plan (PIP)
E. Pre-termination Checklist
F. Sample termination request memo to John Himsel
G. Goodman’s SOP for Handling Unemployment Claims. Includes sample supporting letter from HRBP to unemployment agency claims handling firm (Basis comes from termination request memo to John Himsel)
H. Hand out – “Benefit Information Upon Separation”