

**Coopersville Area Public Schools
198 East Street
Coopersville, MI 49404**

MEMO

TO:

FROM: Jessica Endres, Director of Dining Services

DATE:

RE: Corrective Action Points

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On _____ you _____.

According to the Corrective Action Point System Guidelines, you have been assessed ____ point(s) for this incident(s). You currently have a total of ____ Corrective Action point(s)

cc: Personnel File

POINT SCALE

School Year Employee (10 month) :

- 1 points Verbal discussion with supervisor
- 3 points Written reprimand
- 4 points One-day suspension without pay
- 6 points Three-day suspension without pay
- 8 points Five-day suspension without pay
- 10 or more points Termination

Points assessed at the time of an incident will be deleted from employee's record twelve (12) months after said incident.