

Homes for All Member Corrective Action

Member Name: _____ Site: _____

Instructions: If a member has violated AmeriCorps Policies or Standard of Conduct, please use the following form to document the situation. This form can also be used to redirect a member's approach to their service. Both the supervisor and member should sign and date the plan of action and the form should be emailed to the Homes for All Program Director. If you feel you need mediation assistance from program staff, please add that information to this form and we will contact you to set up a date to visit you and the member. ***Sites should not complete this form prior to talking with HHCK staff.***

1. Describe the situation and violation of the Member Service Agreement or Standard of Conduct.

2. Describe why the behavior/incident/violation is an issue for the Supervisor and/or the Service Site.

3. Detail specific, identifiable, and clear objectives to achieve or implement.

4. Give a specific timeframe for changes to be implemented by (i.e. one week, two weeks, one month). If changes are not implemented by the listed date, the service site may issue additional corrective action or request removal from service (if issues are serious and affecting member's ability to serve effectively).

Member comments or request for assistance from Homes for All staff (if more space is needed, please use and attach a separate page).

Signatures acknowledge that the Member and Site Supervisor have discussed issues and challenges and will work together toward a solution.

Member Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____