**The Environmental Education Leadership Corps**

**Corrective Action Plan**

|  |  |
| --- | --- |
| **Member Name:** |  |
| **Site Name:** |  |
| **Site Supervisor:** |  |

|  |  |
| --- | --- |
| **Define the Issue:** |  |

**Root Cause Analysis**

The member will fill this section out. For the Root Cause Analysis, please ask yourself why the issue above is happening. Often, the first “why” will prompt other reasons. Please enter those in each consecutive box until you can think of no more reasons. The final reason could be our root cause. This may be more obvious for some issues than for others. This exercise can help determine the real issue so that we can begin to find actual solutions.

**Why is this happening?**

**Why is that?**

**Why is that?**

**Why is that?**

**Why is that?**

**Root Cause🡪**

**Corrective Action Plan**

***What is a Corrective Action Plan (CAP)?*** *A step-by-step plan of action and schedule for correcting an area of non-compliance with EELCorps Policies and Procedures that ensures accountability for the implementation of the improvements. This is not a punishment, but rather it is a tool to help members be the most successful and serve to their fullest potential!*

Please fill out the below Corrective Action Plan. The CAP is to be done jointly by the Site Supervisor and the Member, and is kept in the Member file when complete. Please complete, sign, and return the CAP to the Program Director within **3 days** (unless otherwise indicated by Program Director). Once the CAP is complete, the Program Director will follow up by the listed follow up date (not to exceed two weeks hence CAP completion).

-If Member or Site Supervisor finds that additional actions are needed to address the issue, please list below in additional space, and resubmit to Program Director BEFORE follow-up.

-If NO actions have been taken to remedy the issue by the follow up date, please list below in additional occurrences.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Issue/Root Cause Description** | **Action(s) to be taken to correct issue** | **How does action(s) address root cause?** | **Resources for correcting issue** | **Follow up date** | **Issue corrected by follow-up date?** |
| **1.** | **1st Action:**  **2nd Action:**  **3rd Action:** |  |  |  |  |
| **2.** | **1st Action:**  **2nd Action:**  **3rd Action:** |  |  |  |  |
| **3.** | **1st Action:**  **2nd Action:**  **3rd Action:** |  |  |  |  |

As per EELCorps Policies and Procedures, if either the Member or the Site Supervisor are unable to come to a mutual agreement on an action plan, the Site Supervisor will notify the EELC Program Director no later than 3 days after the occurrence of the violation. The Program Director will then attempt to address the problem either face-to-face or via recorded video conference with both the Site Supervisor and the Member within 3 days of being notified by the Site Supervisor. In instances where the Program Director, the Site Supervisor, and the Member cannot agree on a Corrective Action Plan the violation(s) will be addressed by the Executive Director of KEEC within 7 days of official notification by the EELCorps Program Director.

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| --- | --- | --- |
| **Member Name:** |  |  |
| **Member Signature:** |  | **Date:** |

|  |  |  |
| --- | --- | --- |
| **Site Supervisor Name:** |  |  |
| **Site Supervisor Signature:** |  | **Date:** |

|  |  |  |
| --- | --- | --- |
| **Program Director Name:** |  |  |
| **Program Director Signature:** |  | **Date:** |

**Additional Occurrences:**

If no actions from the above CAP are taken, or the Member continues violation of the policy or procedure, please list in the below table and send to Program Director for signature. Additional Corrective Actions may be implemented. As per EELCorps Policies and Procedures, following a third offense, the EELCorps program may fine you up to 15% of the following living allowance check and/or may release you from the program depending on the circumstances. Continued violation of EELCorps policies and procedures may lead to dismissal from the EELCorps program.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Occurrence Description:** | **Date of occurrence:** | **Follow-up Date:** | **Issue rectified?** | **Signature** |
| **2nd Occurrence:** |  |  |  |  |
| **3rd Occurrence:** |  |  |  |  |
| **4th Occurrence:** |  |  |  |  |

**Notes:**