



PARKS & RECREATION

Date: 12/31/2017 **Updated:** 06/30/2022 **Date To Be Reviewed:** Three Years – 12/31/2025

Title of Document: 4.1.11 LOPR_Disiplinary System

Background: The City of Lake Oswego and the Lake Oswego Parks & Recreation Department (LOPR) expect quality performance for employees. When problems with performance occur, it is the intention of the City and LOPR to give employees notice of problems and an opportunity to comply with City policies and performance standards. LOPR follows the Personnel Policy (PP) 2-5 Corrective Action however the policy does not apply to at-will employees, including those employees who serve the City at the pleasure of the City Manager. The policy addresses areas of concern and process including:

PP 2-5 Corrective Action

- Serious Misconduct
- Verbal Warning
- Written Warning
- Suspension
- Disciplinary Demotion
- Discharge
- Pre-Disciplinary Meetings

Links to Sources:

[Personnel Policy 2-5](#)

Responsibility/Contacts: Director, Administrative Assistant