

Corrective Action

POLICY STATEMENT

We expect quality performance from our employees. When problems with performance occur, it is the intention of the City to give employees notice of problems and an opportunity to comply with City policies and performance standards.

This policy does not apply to at-will employees, including those employees who serve the City at the pleasure of the City Manager.

GUIDELINES

1. *Progressive Discipline*

Violations of work rules, instances of unacceptable behavior, or continued poor performance will be subject to progressive discipline. This means that employees will be assessed penalties that become increasingly severe each time an offense is repeated or a performance improvement is not forthcoming.

Typical steps in the process include, but are not limited to, verbal and written warnings, demotion, suspension with or without pay and discharge.

Depending upon the nature and seriousness of the employee's actions, steps in the process may be repeated, omitted, or taken out of sequence.

2. *Serious Misconduct*

Serious misconduct can result in termination at the first occurrence. Types of serious misconduct include, but are not limited to, physical attacks on supervisors, co-workers, or members of the public; falsification of an employment application or other work documents or records; theft; willful property damage; misuse of the City's electronic information systems; unauthorized possession or concealment of weapons; or use or possession of alcohol or illegal drugs on the job.

3. *Verbal Warning*

The verbal warning, usually the first step in the progressive discipline process, notifies an employee that his or her conduct or performance is unacceptable.

In cases involving performance deficiencies, employees should be counseled by their supervisors and told which improvements are needed before they are subject to a verbal warning.

Supervisors should issue the verbal warning in a private discussion with the employee, and should explain the necessary corrective action.

3. *Written Warning*

The written warning normally is used for more serious errors, failure to meet job requirements, violations of rules or policies, or when an employee fails to respond to a verbal warning. The employee's supervisor generally issues the written warning in a private meeting with the employee. In general, the supervisor should address:

- A description of the unacceptable conduct or performance;
- Needed improvements;
- Time frames for corrective action;
- Possible consequences of failure to comply.

A copy of the written warning is retained in the employee's personnel file.

4. *Suspension*

An employee may be suspended **with or without pay** when it is believed that suspension will bring about the required improvement in the employee's behavior; or when management determines the employee's conduct is sufficiently serious to warrant such action.

The length of suspension may vary, based on such factors as the severity of the offense and the employee's performance and disciplinary record.

Prior to the actual suspension, an employee should receive **written notification** of the pending

suspension and the opportunity for an informal pre-disciplinary meeting. (For details on the informal pre-disciplinary process, see below.)

The supervisor's notification letter generally includes:

- Effective date of suspension;
- Duration of suspension;
- Cause for suspension, in detail;
- Expectations of the employee.
- The date and time of the informal pre-disciplinary meeting.

The employee may relate his or her version of the problem at the informal pre-disciplinary meeting that generally occurs prior to the suspension.

In those instances where an employee must be removed from the work site immediately, a supervisor may place an employee on paid administrative leave and notify the employee in writing of possible suspension and informal pre-disciplinary meeting.

If after the informal pre-disciplinary meeting the suspension is modified or withdrawn, the suspension notice is so modified.

5. *Disciplinary Demotion*

Disciplinary demotion is the assignment of an employee to a lower classification due to the employee's policy violation or failure to perform the duties of the current position.

Before such action is taken, an employee is entitled to an informal pre-disciplinary meeting, and a supervisor's notification letter.

6. *Discharge*

Discharge is used when all other means of improving the employee's behavior or performance have failed or when management determines that the offense or misconduct is serious enough to warrant immediate termination.

Before an employee is terminated, an employee is

<p>7. <i>Pre-Disciplinary Meetings</i></p>	<p>entitled to an informal pre-disciplinary meeting, and a supervisor's notification letter.</p> <p>Before imposition of suspension, disciplinary demotion or discharge, employees are entitled to an informal pre-disciplinary meeting, at which time they are given an opportunity to relate their version of the incident or problem, and provide any explanation or justification they consider relevant.</p> <p>Following completion of the informal pre-disciplinary meeting, the supervisor has the following options:</p> <ul style="list-style-type: none">• Dismiss the pending disciplinary action;• Proceed with the action; or• Select another form of discipline. <p>Documentation of the disciplinary action generally is placed in the employee's personnel file. The employee may appeal the decision under the terms of the collective bargaining agreement or the City's complaint resolution policy, as applicable.</p>
<p>8. <i>Related Information</i></p>	<ul style="list-style-type: none">> Personnel Policy No. 1-3: Anti-Harassment and Non-Discrimination> Personnel Policy No. 1-6: Appropriate Workplace Conduct> Personnel Policy No. 1-7: Complaint Resolution and Grievances> Personnel Policy No. 2-4: Performance Appraisal

Approved by: _____
City Manager HR Director

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