# DISCIPLINE

POLICY NUMBER: CEMS-023

## PURPOSE:

This policy provides a clear process for addressing and resolving unsatisfactory work performance or misconduct and provides the employee an opportunity to correct the behaviors to help them succeed.

## POLICY:

The City uses a fair and consistent disciplinary process for all employees. Discipline is progressive and is meant to correct poor work performance or misconduct. The City may consider a discharge without using progressive steps only as a last resort or when an employee commits a very serious policy violation.

## Forms of Disciplinary Actions:

The Human Resources Department must approve all proposed disciplinary actions. If an investigation finds the complaint is supported, the City may take one or more of the actions listed below. The actions do not have to be taken in the order shown below.

- Verbal Reprimand – A discussion between the supervisor and employee where the employee is advised and cautioned about unsatisfactory work performance or misconduct. Verbal reprimands are not added to the employee's official personnel file.
- Written Reprimand – A written notice to the employee from their supervisor to formally advise and caution the employee about their unsatisfactory work performance or misconduct.
- Suspension – An employee is temporarily removed from work for a specified period and the employee will not be paid.
- Withholding of Merit Increase – A merit increase may be delayed or denied, even though it is normally given after an employee completes a required period of successful job performance.
- Administrative Decrease – A pay reduction within an employee's assigned pay grade.
- Disciplinary Demotion – A reduction in an employee's pay grade, job title, salary and/or responsibilities. This action may also include a transfer to another position.
- Discharge – The involuntary separation from employment initiated by the City.

## Administrative Procedure:

Employees who may have violated City policy can be placed on paid administrative leave by the City Manager or designee while an investigation is completed. This gives the Department Head and the Human Resources Department time to review the complaint without affecting the employee's pay.

1. **Notice of Investigation** – A meeting shall be conducted with the employee to discuss the alleged violations, allow them the opportunity to respond, and advise them of the potential disciplinary action.
2. **Approval and Notice** – Following the completed investigation, disciplinary actions must be approved by the Human Resources Department. Written notice of the action must include:
    a. Reasons for the disciplinary action
    b. Warning of potential further action if issues are not resolved (except in cases of discharge)
    c. Information on the employee's right to appeal according to the City's grievance

procedure (if applicable)

3. **Acknowledgement** – Written reprimands, suspensions, withholding of merit increase, administrative decrease, demotion, decision day, and discharge must be acknowledged and signed by both the employee and department head or designee

All documents must be sent to the Human Resources Department to be placed in the employee's official personnel file.