



CITY POLICY

POLICY NUMBER: A1102

REFERENCE:

City Manager's Reference 78,287 1975 09 22
City Manager's Reference 82,207 1976 01 09

ADOPTED BY:

City Manager

SUPERSEDES:

5031

PREPARED BY: Personnel Department

DATE: 1986 10 07

TITLE: DISCIPLINE OF CITY EMPLOYEES

Policy Statement:

1. AN EMPLOYEE WILL BE GIVEN THE OPPORTUNITY TO IMPROVE UNSATISFACTORY WORK PERFORMANCE OR CONDUCT BY THE APPLICATION OF DISCIPLINE, INsofar AS IS REASONABLE AND PRACTICAL.
2. THE CITY WILL MAKE INFORMATION AVAILABLE TO EMPLOYEES CONCERNING RULES, REGULATIONS AND POLICIES, GOVERNING ALL CITY PERSONNEL, AS WELL AS INFORMATION CONCERNING THE CONDITIONS OF EMPLOYMENT IN SPECIFIC AREAS.

The purpose of this policy is to:

Ensure that discipline is applied consistently and fairly to all City employees.

Define "Discipline" as - Action taken in instances where the employee should be aware of the performance and conduct expected of him; where the employee has the capacity to meet the performance or conduct expected, but the employee fails to provide satisfactory performance or conduct. Action taken when an employee does not have the capacity to improve is not disciplinary action.



CITY PROCEDURE

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1. DEFINITIONS

1.01 Discipline

See Policy.

1.02 Staff Discipline Manual is an instructional manual pertaining to staff discipline which is prepared and distributed by the Personnel Department.

1.03 Supervisor is the person to whom an employee reports for work assignments and other requirements of his employment.

2. RESPONSIBILITIES

2.01 The Personnel Department to recommend changes to the policy, assist and advise departments in the application of the policy, maintain central records of applied discipline and monitor the effectiveness and consistency of the policy and its application.

2.02 All Department Heads to ensure that discipline is applied in an equitable and fair manner within their departments. The department heads may designate one or more persons to act on their behalf to approve disciplinary action and hear grievances at the department head level provided in the grievance procedure.

2.03 The Designate, where appointed, to assess and approve disciplinary actions recommended by supervisors prior to implementing each discipline.

2.04 Supervisors to ensure that employees for whom they are responsible maintain satisfactory standards of performance and conduct, which includes the application of disciplinary action in accordance with the procedures, as established by their department and the Staff Discipline Manual. Supervisors shall make a reasonable effort to make employees aware of applicable rules, regulations and procedures.

2.05 City Employees to make themselves aware of the conditions of employment and the ramifications of a violation of rules, regulations and policies governing all City personnel. City employees are responsible for maintaining satisfactory performance and conduct.

2.06 The City Solicitor to advise upon discipline applied to employees at the request of the Personnel Department.

3. PROCEDURES

3.01 Consistent with the purpose of the City Policy, an employee shall be made aware that his work performance or conduct is unsatisfactory and shall then be given the opportunity and assistance to improve.

3.02 Application of Discipline

The guidelines for application of discipline to City employees are contained in the "Staff Discipline Manual" which is distributed by the Personnel Department.