



## **DISCIPLINARY ACTION**

### **I. PURPOSE**

To set forth-general supervisory guidelines for enforcement of work rules and performance standards through disciplinary action, that is corrective in nature, in order to maintain a high standard of professionalism as well as a productive work environment, and to ensure employees' due process.

### **II. SCOPE**

This policy applies to all City employees.

### **III. POLICY**

Employees are responsible for following City policies and procedures and work rules and their work performance.

Supervisors are responsible for maintaining a productive work environment and for maintaining high standards of professionalism and responding to unacceptable work performance and undesirable employee behavior which negatively impacts or threatens to negatively impact the work environment.

Sub-standard work performance and violations of City, division or department policies, procedures, guidelines and other applicable requirements are grounds for disciplinary action. When appropriate, disciplinary action will be corrective in focus and progressive in nature.

The City reserves the right to use disciplinary action in its sole discretion, and nothing shall be construed to alter the at-will nature of the employment relationship.



#### IV. PROCEDURE

Except in the case of verbal or written warnings, disciplinary action is accomplished or preceded by written notice to employee. All written notices of disciplinary action must be reviewed by the Human Resources Department and signed by the supervisor and the employee. The notice includes a description of the employee's conduct, action taken in response and, except in cases of dismissal, the likely consequences of further unsatisfactory conduct. Civil service employees should refer to Local Government Code Chapter 143 and the Rules and Regulations of the Civil Service Commission of the City of Georgetown for guidelines on disciplinary action.

Where practicable, a corrective and progressive response to unsatisfactory conduct and performance will be used. Any act deemed egregious by the supervisor, may result in skipped steps up to and including immediate termination.

##### A. CORRECTIVE ACTION

###### 1. Verbal Warning

The supervisor communicates the verbal warning and maintains a copy of the same in the employee's departmental file.

###### 2. Written Reprimand/Letter of Counseling

Written reprimands, letters of counseling, or performance improvement plans are prepared by the supervisor and the originals transmitted through the Division Director to the employee's personnel file located in the Human Resources Department.

##### B. DISCIPLINARY ACTION

###### 1. Suspension

Suspension from duty with or without pay for up to fifteen (15) days is made by the supervisor after review by the Human Resources Department and approval by the Division Director.

An employee who is suspended for 40 hours or less than may, upon the employee's request and at the respective Division Director's discretion, forfeit vacation designated by the Division Director for a period equal to the time of the suspension. Employees who are granted this request agree to forfeit all rights afforded under Policy # 451 to a Disciplinary Appeal.



2. Demotion

Demotions are made by the supervisor after review by the Human Resources Department and approval by the Division Director.

3. Separation by Involuntary Dismissal

Involuntary dismissals are made by the supervisor after review by the Human Resources Department and approval by the Division Director.

C. Other Actions

Other actions may be taken by the supervisor as deemed appropriate.

All employee actions are subject to prior review by the Human Resources department.

Supervisors are responsible for initiating the personnel action form to execute demotions and terminations.

Disciplinary action does not automatically or permanently disqualify an employee from consideration for future promotion, pay increases or other beneficial personnel action.

All original written notices and documentation of disciplinary actions are to be forwarded to the Human Resources Department for inclusion in the employee's personnel file.

The employee shall have the opportunity to appeal only those disciplinary actions that result in suspension, demotion, involuntary termination or other loss of employment status, benefits or compensation. See [Disciplinary Action Appeals #451](#).

Civil Service employees see Rules and Regulations of the Firefighters' and Police Officer's Civil Service Commission.