

## 13.2 PROGRESSIVE DISCIPLINE

An elected or appointed Department Head may take disciplinary action, including termination, against an employee at any time. The severity of the discipline depends upon the nature of the infraction, and some offenses are sufficiently egregious to warrant immediate termination. The county may, but is not required to, use a progressive discipline system.

While the disciplinary steps may not occur in this order, the progressive discipline includes, but is not limited to, any or all of the following:

- Oral Warnings, with records of each warning maintained by the supervising Elected Official or Department Head;
- Conference with Elected Official or Appointed Department Head, employee, and supervisor, with a written summary of the conference, prepared by the supervisor, one copy of which is given to the employee, and another copy of which is placed in the employee's personnel file;
- Written Reprimands, which the employee's supervisor must in all cases cause to be transmitted through the Elected Official or Department Head to the employee's personnel file;
- Reduction in Pay without demotion;
- Suspension from duty, with or without pay, for up to 30 days, and renewable after informal review of the circumstances, with the renewal not to exceed a total of 60 days;
- Demotion; and/or
- Separation by involuntary dismissal.

Actions other than oral or written warnings require the advance approval of the supervising Elected Official or Department Head. Decisions made by the Elected Official are final.

For additional information regarding procedures to be followed if the discipline results in separation by involuntary dismissal, see the following sections of this manual relating to Separations.