



## City of Round Rock Discipline Procedure

### Change Control

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Approval	Name	Laurie Hadley	
	Title	City Manager	
	Signature	<i>Laurie Hadley</i>	

### Scope

This procedure outlines the process for taking disciplinary action as outlined in the Personnel Policy.

#### I. Discipline

Corrective actions for discipline should be consistently applied according to the City of Round Rock Personnel Policy, and the most current City of Round Rock policies and procedures. It is the responsibility of management to inform an employee when his/her actions violate procedure, City policy, or conflict with the expectations of behavior for the respective department.

##### A. Basis for Disciplinary Action

Grounds for disciplinary action will include, but not be limited to, the following major categories:

- abuse of leave (excessive unscheduled absences)
- unauthorized absence (including tardiness)
- insubordination
- misconduct
- violation of City of Round Rock Personnel Policy
- failure to follow safety procedures
- abuse of City equipment

##### B. Progressive Discipline

Any one or any combination of the following progressive disciplinary measures may be applied. Management should give consideration to

consistency of application within the City before taking any disciplinary action. Consideration should also be given to the circumstances surrounding the actions or behavior in question. All written disciplinary actions must be reviewed and approved in writing by Human Resources (HR) prior to issuance to the employee.

Based on the severity of the violation and/or other relevant factors, management may at any time elect to waive one or more levels in this progressive discipline process.

**1. Oral Reprimand**

The oral reprimand is a written notice to an employee. It shall identify the infraction in question. It shall also state, in specific terms, the actions necessary for improvement. It shall inform the employee that additional disciplinary action will occur if improvement is not made. If attempts by the supervisor to resolve an issue at this level are not successful, he/she should proceed to the next level which is written reprimand.

A written record of the oral reprimand notice must be placed in the department file.

**2. Written Reprimand**

The written reprimand is a written notice to an employee. The written reprimand shall state in specific terms the infraction in question. It should communicate what actions the employee must take to improve, and to comply with established policies and procedures. It shall inform the employee that additional disciplinary action will occur if improvement is not made. If attempts by the supervisor to resolve an issue at this level are not successful, the supervisor should proceed to the next level which is disciplinary suspension or probation.

A written record of the written reprimand notice must be placed in the department file and in the HR personnel file.

**3. Disciplinary Suspension**

Disciplinary suspension is used when less severe disciplinary action is not effective. This action is initiated by a decision of the superintendent or manager, with concurrence of the Assistant Director and/or Department Director. The employee must be informed in writing that the disciplinary suspension will occur. The employee may be suspended for a period of time consistent with provisions set forth in City of Round Rock Personnel Policy.

The Department Director and the HR Director must approve all disciplinary suspensions; however, under certain circumstances, a manager may request to send an employee home with or without pay with concurrence from the HR Director (see reasons for immediate dismissal in Item 6 of this document).

A written record of notice of disciplinary suspension must be placed in the department file and in the HR personnel file.

#### **4. Disciplinary Probation**

Disciplinary probation may be utilized to allow an employee an opportunity to demonstrate improvement. The employee shall be informed in writing that the disciplinary probation will occur. The written document shall state the infraction, and communicate what actions the employee must take to improve and to comply with established policy and procedures. The document shall also state the period of time that the probation will be in effect. It shall inform the employee that additional disciplinary action will occur if improvement is not made. The supervisor or manager initiating the probation must sign the written document. This action of disciplinary probation is initiated by a decision of the superintendent or manager, with concurrence of the Assistant Director and Department Director. If this attempt to resolve an issue is not successful, the supervisor or manager may proceed to the next level of discipline which is demotion, reassignment or dismissal.

The Department Director and the HR Director must approve all disciplinary probations.

A record of notice of disciplinary probation must be placed in the department file and in the HR personnel file.

#### **5. Dismissal/Termination of Employment**

Dismissal will occur when other attempts to resolve a disciplinary issue have been deemed by management not to have been successful. This action will occur after the employee has been informed verbally and in writing regarding deficiencies in performance or inappropriate conduct, and has been provided opportunity to improve. This action is initiated by a decision of the superintendent or manager, with concurrence of the Assistant Director and Department Director. The employee must be informed in writing that dismissal will occur.

Some actions may warrant immediate dismissal and are listed below in Item 6.

A record of notice of dismissal/termination of employment must be placed in the department file and in the HR personnel file.

#### **6. Immediate Dismissal/Termination of Employment**

Reasons for immediate dismissal/termination may include, but are not limited to, the following:

- a) Use or possession of alcohol or illegal use or possession of inhalants or controlled substances while on duty or in the workplace,
- b) Falsification of official City records,

- c) Theft, willful damage and/or unauthorized use of City, public or private property,
- d) Willful failure to follow established safety guidelines when such failure could result in injury to themselves, a co-worker or other person,
- e) Violation of the City of Round Rock Weapons Policy
- f) Acts and/or threats of violence, stalking, threatening behavior and/or intimidating or harassing behavior which could occur in the workplace and/or that are work-related or relevant to the employee's job,
- g) Job abandonment (i.e. no call/no show for three consecutive workdays).

A record of the notice of immediate dismissal/termination of employment must be placed in the department file and in the HR personnel file.