

This SOP implements Section 7.0 of the Policy Manual.

When a supervisor determines that an employee should receive disciplinary action, that supervisor should consult with his or her superior prior to taking the action. A preliminary investigation should be conducted to amass facts pertinent to the case. At any point in the process, the supervisor may wish to contact the Human Resources Department (HR) for consultation. (In all instances where the appropriate disciplinary action may result in a suspension or removal, Human Resources should be contacted at 946-4714.)

A. ORAL WARNINGS AND WRITTEN REPRIMANDS

1. If the situation calls for an oral warning, the supervisor should meet with the employee in private and complete a Record of Oral Warning form. The employee is given the original document, with copies to the supervisor, all persons in the supervisory chain up to the Department Head, and to the personnel file in HR.
2. If the situation calls for a written reprimand, the supervisor should meet with the employee in private and complete a Written Reprimand form. The employee is given the original document, with copies to the supervisor, all persons in the supervisory chain up to the Department Head, and to the personnel file in HR. At any meeting with an employee, a supervisor may choose to have another supervisor or manager present as a witness.
3. The employee shall be instructed to sign the record of oral warning or written reprimand to acknowledge receipt. Refusal to comply may result in further disciplinary action for insubordination.
4. Record of Oral Warning and Written Reprimand forms are available in Human Resources (946-4700).

B. SUSPENSIONS, REDUCTIONS AND REMOVALS

1. If, as determined by a review of the employee's personnel file, the employee has a record of prior misconduct, or if the nature of the current infraction is serious, discipline greater than a written reprimand may be indicated. In such an instance, the Department Head should be notified and Human Resources should be contacted for consultation, at 946-4714.
2. A thorough, objective investigation shall be conducted to determine the facts.

3. The Department Head shall confer with the representative from Human Resources to determine the appropriate level of discipline.
4. The suspension of an FLSA *exempt* employee must be in increments of a full workweek. However, if the suspension is imposed for serious workplace misconduct, it may be for any number of days deemed appropriate. Examples of serious workplace misconduct include, sexual harassment, workplace violence, drug or alcohol violations, and violations of law, but do not include work performance or attendance issues. A *non-exempt* employee may be suspended for any number of days deemed appropriate.
5. Before a suspension of more than 40 hours for an FLSA exempt employee or more than 24 hours for an FLSA non-exempt employee, a reduction in classification, a demotion or a removal, a pre-disciplinary conference will be scheduled to give the employee an opportunity to offer an explanation and/or defense to the allegations cited on a Pre-Disciplinary Conference Notice. The pre-disciplinary conference shall be scheduled within a reasonable time following the Employer's knowledge of the alleged incident(s) or event(s). Pre-disciplinary conferences will be conducted by a hearing officer selected by Human Resources.
6. If the appropriate level of discipline is determined to be a suspension, reduction or removal, Human Resources shall prepare and furnish the order of discipline. The Sheriff's Office may be contacted to provide non-uniformed security when deemed appropriate.