


Grant County Personnel Policy

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APPROVED:  Cindy Carter, Chair, Board of County Commissioners	10-09-17 Date Signed
LAST REVISED: 07/25/17	CONTACT: Human Resources

520 – Corrective Action/Discipline

520.1 Employment is at will, as set forth in Policy 200, Section 202. Nothing in this section shall be construed to create an employment contract nor shall it be construed to alter the fact that employment is at will.

520.1.1 When performance issues exist, the County's method of corrective action is intended to help employees succeed in their position, if possible.

520.1.2 Discipline will normally occur in a progressive manner. The employer may issue an oral reprimand and written reprimand before proceeding with termination of an employee's employment. Some infractions or behaviors are serious enough to warrant proceeding directly to termination of employment. For serious infractions, a suspension without pay may also be appropriate. Supervisors will determine what is appropriate in addressing the situation. All documentation may be considered to establish an overall conduct record. Serious corrective action shall be reviewed with the Human Resources department prior to it taking place.

520.2 An employee may be terminated for a single occurrence of behavior or violation of policy without having been previously warned or reprimanded.

520.3 This process should not restrict the opportunity for less formal communication with supervisors.

520.4 Grant County may discipline an employee for any violations of any rules or regulations, including departmental rules. Such rules and regulations may not necessarily be enumerated in the County's written Policies & Procedures. Corrective action may include the following:

520.4.1 Oral coaching and counseling;

520.4.2 Oral reprimand;

520.4.3 Written reprimand;

520.4.4 Suspension without pay; or

520.4.5 Discharge.

520.5 The employer is not restricted to following progressive discipline.

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- 520.6 In certain cases where it is necessary and appropriate to remove an employee from the workplace pending discipline or to conduct an investigation, the employee may be placed on Administrative Leave with or without pay. This shall be reviewed by the Human Resources department prior to implementation.
- 520.7 Oral coaching and counseling is informal verbal notice provided to the employee. Such counseling is documented and is included in the employee's personnel file.
- 520.8 Oral reprimand is a formal but verbal notice provided to the employee. Oral reprimands are documented in writing and placed in employee's personnel file. Employees shall sign oral reprimands as evidence only of having received the oral reprimand. Oral reprimands shall include an explanation of the violation or problem and request for corrective action by the employee.
- 520.9 Written reprimand is a formal written notice provided to the employee. Written reprimands are placed in an employee's personnel file. Employees shall sign written reprimands as evidence only of having received the written reprimand. Written reprimands should include the following:
- 519.9.1 Statement of the facts;
 - 519.9.2 Statement of discipline administered;
 - 519.9.3 Corrective action required of the employee;
 - 519.9.4 Definite period during which the employee must clearly demonstrate improvement;
 - 519.9.5 Statement of further potential corrective action to be taken if corrective action is not achieved; and
 - 519.9.6 Employee's comments and acknowledgement of receipt of discipline.
- 520.10 Suspension without pay is an involuntary period of unpaid leave imposed for disciplinary reasons. Documentation of suspensions is to be signed by the employee and placed in the employee's personnel file. The number of days of suspension is dependent on the nature of the violation and the employee's record. In the case of Fair Labor Standards Act (FLSA) exempt employees, the suspension without pay shall not be less than one (1) week. Employees serving a suspension shall not be employable with any other County office, department or funded organization during the suspension. Written documentation of suspensions should generally follow the outline provided for written reprimands with the addition of a statement that it is a "final warning" and that the employee will be discharged upon the occurrence of any other violation/infracton.

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520.11 Discharge is involuntary termination of employment. Employment at Grant County is at will. The County retains the right to terminate an employee's employment at any time, for any reason or no reason and with or without notice. Written documentation of discharge may include the reason(s) for the discharge but not necessarily because employment is at will. Prior to discharge being implemented, the Human Resources department shall review the matter.