

Grant County Personnel Policy

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APPROVED:


Cindy Carter, Chair, Board of County Commissioners


Date Signed

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CONTACT: Human Resources

1312 – Additional Information

- 1312.1 Predetermination Meeting. Prior to issuing discipline, the department will normally schedule and hold a Predetermination meeting. This allows the employee the opportunity to fully understand and consider the offense being discussed and to actively influence the determination of action. At the meeting, the department delineates its reasons for considering discipline. The employee is given time to present evidence to address the department's points.
- 1312.1.1 Grant County reserves the right to forgo the predetermination process in situations in which the facts of the offense are clear and indisputable and when termination is without cause. Waiving the predetermination process must be approved by the Human Resources department.
- 1312.1.2 Notice of a scheduled Predetermination meeting will be made in writing to the employee at least 24 hours in advance. The notice will contain a description of the alleged offense(s) and concern(s) to be discussed and considered.
- 1312.1.3 Upon completion of the meeting, the department, in consultation with Human Resources, will issue a written decision of what level of discipline, if any, is appropriate to the situation.
- 1312.1.4 Employees holding positions under a collective bargaining agreement have the right to union representation during the meeting.
- 1312.1.5 The Predetermination meeting will be conducted under the direction of the Human Resources department.
- 1312.2 Paid Administrative Leave. In certain cases where it is necessary and appropriate to remove an employee from the workplace pending discipline and/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.
- 1312.3 Performance Improvement Plans. The department may choose, in conjunction with any step of the progressive discipline process, to implement a performance improvement plan in instances in which it is viewed that the employee would benefit from a clearly outlined plan of action in order to improve performance. The plan will include a clear description of: the performance improvements needed, the steps required for improvement, the expected outcome; the process for interim review, and a final determination date.

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1312.4 Name-Clearing Hearings. If Grant County has publicly announced the grounds for the employee's discipline or discharge, it will provide the employee with the opportunity for a "name clearing hearing". A name-clearing hearing allows the employee to refute statements or documentation that he or she may view as false or stigmatizing.

1312.4.1 The employee must request a name-clearing hearing in writing to the Human Resources department within ten (10) working days following the date of the public announcement.