

PARK DISTRICT DISCIPLINARY POLICY

POLICY 4011: DISCIPLINE

Adopted: Resolution 2011-01 on 1/20/11

The District expects all employees to comply with District policies and to perform their job duties in an honest, ethical, lawful and appropriate manner. The District reserves the right to discipline employees who fall short of these standards.

The Executive Director is responsible for discipline of all District employees. The Board is responsible for discipline of the Executive Director.

a. Grounds

The following is a non-exhaustive list of conduct that could result in discipline:

1. Dishonesty.
2. Intoxication.
3. Improper use of District property.
4. Insubordination.
5. Criminal conviction.
6. Unexcused absence.
7. Violation of District policy.
8. Harassment.
9. Conduct unbecoming an employee of the District.
10. Conduct incompatible with good public service.

Everyone in an employee's chain of command (immediate supervisor, Department Director, Division Director, Human Resources Manager, Executive Director) has the right and obligation to initiate disciplinary proceedings when warranted.

b. Procedure

If the District believes that discipline is warranted, the District will notify the employee in writing (i) that disciplinary proceedings are pending, (ii) of the conduct that is the basis for the proceedings, (iii) of the proposed disciplinary action(s), (iv) of the consequence of not responding to the disciplinary notice, and (v) of the procedure for requesting an informal hearing.

If the employee does not file a timely response to the disciplinary notice, the District will immediately implement the proposed disciplinary action set forth in the notice.

If the employee wishes to dispute the conduct and/or the proposed disciplinary action, the employee must, within five (5) business days of receipt of the disciplinary notice, file a written response with the Human Resources Manager. If the employee files a timely response, the employee will be entitled to an informal hearing with the Human Resources Manager and Executive Director. At the hearing the employee may submit materials for consideration, speak on his or her behalf, and have others speak on his or her behalf. Within ten (10) business days, the Executive Director shall notify the employee in writing of his or her decision and the disciplinary action to be taken, if any. The Executive Director is not bound by the proposed disciplinary action(s) set forth in the disciplinary notice and may, in his or her sole discretion; decide upon different disciplinary action(s).

PARK DISTRICT DISCIPLINARY POLICY *continued*

The following is a non-exhaustive list of disciplinary actions that are available to the District in a disciplinary proceeding:

1. Notice of discipline (which will be permanently placed in the employee's personnel file).
2. Monetary fine (which will be deducted from the employee's compensation).
3. Suspension with or without pay.
4. Demotion and/or reassignment.
5. Involuntary termination (discharge).

All disciplinary action taken against employees will be permanently documented in their personnel file.

c. At Will Employment

Nothing in this Section alters the at-will nature of the employment of District employees, and notwithstanding anything to the contrary stated or implied elsewhere in this manual; a disciplinary proceeding is not required in order to discharge an employee. The District may, but need not, utilize the disciplinary procedure set forth in this Section 4010 before discharging an employee, and whether or not to do so is within the sole discretion of the District.