

# HEWITT TEXAS

## CITY OF HEWITT POLICIES AND PROCEDURES

**Procedure:** Corrective and Disciplinary Action

**Section:** 5.23

**Adopted:** 10/07/2002

**Amended:** 11/12/2008; 08/24/2015; 6/15/2017

### 5.23 CORRECTIVE AND DISCIPLINARY ACTION

The City expects its employees to accept reasonable and appropriate work assignments willingly and to perform them in a satisfactory manner. Employees are also expected to comply with all rules, regulations, and policies pertaining to job performance standards and personal conduct on the job. If an employee fails to perform satisfactorily or if their personal conduct is unacceptable, disciplinary action may be taken.

All reasonable efforts will be made to ensure fairness to the employee. The City will attempt to review and resolve all employee problems as promptly and equitably as possible and at the lowest possible organizational/supervisory level. All employees will be provided with a fair, expedient, objective, and consistent means of resolving work related problems.

#### A. GROUNDS FOR CORRECTIVE AND DISCIPLINARY ACTION

The City Manager or Department Director may take disciplinary action against an employee for violations of this policy including but not limited to the following (Notwithstanding provisions set forth in Chapter 143 of the Texas Local Government code and the City's local Civil Service Rules and Regulations):

1. Illegal, unethical, abusive, or unsafe acts.
2. Violation of city rules, regulations, policies, or procedures.

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3. Insubordination.
4. Leave under false pretenses.
5. Incompetency.
6. Neglect of duties.
7. Theft and/or Dishonesty.
8. Participation in prohibited political activities.
9. Unauthorized soliciting while on duty.
10. Excessive or unauthorized absenteeism and tardiness.
11. Failure to maintain a courteous and proper manner while on duty.
12. Falsification of official documents or records.
13. Unauthorized use or disclosure of official information.
14. Unauthorized or improper use of official authority.
15. Violation of the City's alcohol and drug policy.
16. Damaging city equipment, tools, machines, and/or property.
17. Wasting materials and supplies.
18. Carelessness, recklessness, and/or engaging in horseplay.
19. Immoral conduct or indecency.
20. Abuse of illness, injury, disability, or other benefits.
21. Any threat or physical attack on any supervisor or co-worker.
22. Failure to properly document time and attendance records.

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23. Unauthorized use of city property.
24. Violation of any other policy, general order, city ordinance, state or federal law.

This list is to illustrate the more common causes and is not intended to be all inclusive. All employees may be subject to disciplinary action, up to and including termination.

## B. GUIDELINES FOR CORRECTIVE AND DISCIPLINARY ACTION

Outlined below are examples of steps the City may utilize concerning corrective action and discipline. The City reserves the right to combine or skip steps in this process depending on the facts of each situation and the nature of the offense. The level of corrective and disciplinary intervention may also vary (Notwithstanding provisions set forth in Chapter 143 of the Texas Local Government code and the City's local Civil Service Rules and Regulations).

- **Coaching/Counseling:** A supervisor coaches or counsels an employee about an issue of concern, and a written record of the discussion is placed in the employee's file for future reference.
- **Written Reprimand:** Written reprimands are a form of corrective action used for behavior or violations a supervisor considers serious or in situations when documented coaching/counseling has not helped change unacceptable behavior. Written reprimands are placed in an employee's personnel file. Employees should recognize the grave nature of the written reprimand.
- **Performance Improvement Plan (PIP):** Whenever an employee has been involved in a corrective action and/or disciplinary situation that has not been readily resolved or when they have demonstrated an inability to perform assigned work responsibilities efficiently, the employee may be placed on a performance improvement plan (PIP). PIP status will last for a predetermined amount of time not to exceed ninety (90) days. Within this time period, the employee must demonstrate a willingness and ability to meet and maintain the conduct and/or work requirements as specified by the supervisor and the organization. At the end of the performance improvement period, the performance improvement plan may be closed, or, if established goals are not met, the employee may be subject to further disciplinary action up to and including termination.
- **Suspension with Pay or Suspension without Pay:** Notwithstanding provisions

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set forth in Chapter 143 of the Texas Local Government code and the City's local Civil Service Rules and Regulations, an employee may be suspended with or without pay. The suspension shall be documented and permanently placed in the employee's official personnel file.

- **Demotion and/or Termination:** Notwithstanding provisions set forth in Chapter 143 of the Texas Local Government code and the City's local Civil Service Rules and Regulations, an employee may be demoted or dismissed.

An employee may be demoted due to unsatisfactory performance and/or conduct. The demotion shall be documented and permanently placed in the employee's official personnel file, but the employee shall not be disqualified from consideration for later advancement.

An employee may also be terminated from the City.