



# OFFICE OF ADMINISTRATION ADMINISTRATIVE POLICY

POLICY TITLE: <b>Discipline</b>	AUTHORIZED BY: <b>Kenneth J. Zellers</b> Commissioner
POLICY : B-17	PAGE:
ISSUED: August 1, 1984	REVISED: March 20, 2024

## **I. Purpose**

This policy outlines the methods and procedures used by the Office of Administration (OA) to impose disciplinary action as deemed appropriate.

## **II. Applicability**

This policy applies to all OA employees.

## **III. Standard**

All OA employees are at-will. They serve at the pleasure of their respective appointing authorities and may be dismissed at any time for any reason except an illegal reason. An appointing authority is an OA employee with the authority to hire, promote, or discipline an employee.

OA imposes discipline for unsatisfactory conduct or performance. Depending on the circumstances, including the severity of the conduct or performance issues, discipline may progress from less severe to more severe, or the most severe discipline may be imposed without progression. In all situations, OA reserves the right to impose the discipline it determines appropriate without regard to concepts of progressive discipline.

## **IV. Methods of Discipline**

OA imposes five types of discipline:

1. Verbal warning – Speaking with an employee to inform the employee that their conduct or performance is unsatisfactory, improvement is necessary, and consequences may result for lack of improvement.
2. Written reprimand – Informing an employee in writing that their conduct or performance is unsatisfactory, improvement is necessary, and consequences may result for lack of improvement.
3. Suspension – Placing an employee on a mandatory leave of absence without pay for one or more workdays because the employee’s conduct or performance is unsatisfactory.



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4. Involuntary demotion – Moving a team member to a position that pays less or holds less authority, such as from a supervisory position to a non-supervisory position, without the employee’s consent, because of unsatisfactory conduct or performance.
5. Dismissal – Ending an employee’s employment without their consent because of unsatisfactory conduct or performance.

## V. **Discipline Procedures**

Whether to impose discipline is determined by the employee’s supervisor or appointing authority in consultation with OA’s Office of Human Resources (HR). Before imposing discipline, the supervisor or appointing authority shall consult with and receive approval from HR. If HR and the supervisor or appointing authority disagree about whether to impose discipline, either may elevate the matter to the deputy commissioner/general counsel for consideration. HR will consult with OA Legal as needed.

Discipline is communicated to the employee by the employee’s supervisor or appointing authority. Depending on the circumstances, HR staff may be present for the communication.

All discipline imposed shall be documented in writing and placed in the employee’s official personnel file kept by HR. In the case of a verbal warning, the supervisor or appointing authority issuing the warning shall document that the warning was given, the basis for the warning, and any other relevant details. The supervisor or appointing authority shall provide the documentation to HR. For all other methods of discipline, the document imposing the discipline shall be provided to the employee and a copy shall be placed in the employee’s official personnel file kept by HR.

For OA employees covered by a union labor agreement, discipline procedures may vary from this policy in accordance with the agreement.