



COUNSELING & DISCIPLINE

The City uses a combination of counseling and progressive discipline to correct performance issues on a continual basis rather than relying on an annual review. Counseling is intended to call attention to breaches in policy and/or procedure and for the purpose of instructing the employee on appropriate conduct to correct behavior.

Counseling memoranda are not intended as an admission of fact and are not a form of discipline. Counseling is generally used in the early stages of corrective actions, but is not required as a precursor to discipline depending upon the nature or severity of the employee's actions.

Discipline is used as a punitive measure to correct employee behavior. In general, the City uses a progressive disciplinary course consisting of written warnings, suspension, and termination. Civil Service Law also allows for the issuance of fines not to exceed one-hundred dollars (\$100.00). Throughout the disciplinary process, employees are allowed union representation and may grieve disciplinary actions up to and including binding arbitration. It should be noted that officers are not "at-will employees". Termination must meet a "just cause" standard.