

Subject: DISCIPLINE

Date: March 28, 2018

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Replaces Policy Dated: September 1, 2010

PURPOSE: To establish a policy providing guidance to supervisors when having to discipline employee's work behavior or performance for a fair resolution of problems related to employment with Pinal County.

SCOPE: This policy applies to all Pinal County employees.

STATEMENT OF POLICY: To create and maintain a work environment that promotes efficiency, productivity and positive reinforcement by which works standards are met or exceeded.

Progressive Discipline Guidelines

The County has adopted a process of progressive discipline to identify and address employment related problems. This process applies to all merit covered employee conduct that the County, in its sole discretion, determines must be addressed by discipline. In the County's sole discretion, this policy may also be applied to non-merit covered employees. The severity of the discipline will depend on the severity of the infraction. There is no requirement that progressive discipline be implemented in every situation. Some conduct is so egregious in nature that, depending on the circumstances, a single act may be regard as sufficient reason for suspension, demotion or dismissal. Because no discipline policy can be expected to address every situation requiring corrective action, the County takes a comprehensive approach regarding discipline and considers all relevant factors before making decisions regarding discipline.

The County will normally adhere to the following progressive disciplinary process:

1. Verbal and/or Written Counseling;
2. Verbal Reprimand;
3. Written Reprimand;
4. Disciplinary Suspension;
5. Termination (In some instances disciplinary demotion may also prove to be an effective alternative)

More complete definitions of each level of disciplinary action are found in Pinal County Merit Rule 12.

Human Resources is available to assist all supervisors and managers who have questions about the progressive discipline process or who need assistance preparing their documentation or writing a written reprimand. Department Heads or Elected Officials when disciplinary suspensions,

demotions and terminations are imposed shall coordinate with Human Resources because these disciplinary actions above the level of a written reprimand can be appealed to the Pinal County Merit System Commission or Law Enforcement Merit Council. It is important that all documentation be reviewed and the disciplinary decision concurred with by both Human Resources and the Pinal County Attorney's Office before that action is imposed.

Employee conduct warranting discipline includes but is not limited to violations of Pinal County's Policies, Procedures or Merit Rules.

If an employee's position is dependent on maintaining a certificate or license in good standing and the employee fails to do so, the Department Head or Elected Official must place the employee on Administrative Leave without Pay for the time as determined by the Appointing Authority, until the license or certificate is re-issued. The Department Head or Elected Official may terminate the employee for failure to maintain a license or certificate that is required as part of the job description.

A Department Head or Elected Official is not required to engage in the progressive discipline process with probationary employees. A probationary employee may be discharged at any time with or without cause. A Department Head or Elected Official should consult with Human Resource on any probationary termination prior to dismissal.