

## **Definitions of disciplinary actions**

### **Counseling Letter:**

Counseling is a critical aspect of building a strong work force since it allows for the free interchange between employees and their supervisors. Counseling affords supervisors the opportunity to reiterate job responsibilities and performance expectations to employees. It also provides the proper forum for addressing emerging conduct and/or performance problems. Counseling gives supervisors the opportunity to tell employees how they are failing, meeting, meeting or exceeding expectations.

A firm appropriate response when an employee first demonstrates unacceptable conduct or performance can often prevent larger or continuing problems. Counseling is not an official disciplinary action, rather it is an attempt to stop the unacceptable conduct or lack of performance before discipline becomes a necessary step. If one or two counseling sessions do not accomplish the needed improvement, formal disciplinary action should be initiated.

Counseling sessions should be documented and the supervisor should confirm the counseling session, including a description of the misconduct or performance issues, what is needed to improve and what consequences will occur if improvement is not made.

### **Oral reprimand:**

An oral reprimand is defined as a discussion between the supervisor and the employee where the employee is advised and cautioned about unsatisfactory work performance or misconduct. It is often the first step of the disciplinary action and is only used for minor infractions. The oral reprimand should be documented but held in the supervisors file. The supervisor should document the discussion which should include: date, time and place of the inappropriate behavior or performance, future expectation of the employee and consequences should the inappropriate behavior or performance continue

### **Written reprimand:**

A written reprimand shall be defined as a written documentation to the employee from the supervisor where the employee is advised and cautioned about his/her satisfactory work performance or misconduct. The written reprimand will document the date, time and place of the inappropriate behavior or performance, future expectation of the employee and consequences should the inappropriate behavior or performances continue. Written reprimands will be placed in the official personnel file in the HR Department.

### **Suspension:**

A suspension shall be defined as temporarily prohibiting an employee from performing his/her duties as a result of the employee's unsatisfactory work performance or misconduct. The suspension period should be without pay.

**Demotion:**

A demotion shall be defined as a reduction of the pay range of an employee and a change in the job duties and responsibilities as a result of the employee's unsatisfactory work performance or misconduct.

**Dismissal:**

A dismissal shall be defined as an involuntary separation from employment initiated by the employing authority as a result of the employee's unsatisfactory work performance or misconduct.