

Bargaining Unit employees should review their appropriate Collective Bargaining Agreement (CBA) to determine if this policy applies to them. In case of a conflict between the applicable CBA and these policies, the provision in the CBA controls.

SECTION NINE: DISCIPLINE AND APPEALS

Policy No.: 9-1

Effective: 06/16/03

Revision No.:

Review Date: xx/xx/xx

Board Policy

1. The disciplinary and appeals policies are established to secure orderliness of operations, safeguard optimal working conditions, maximize productivity through effective and efficient management, and provide procedural due process to employees of the Board.
2. No permanent, classified employee shall undergo major discipline without just cause being shown.
3. The employee appeals process provides a mechanism for employees and supervisors to resolve their differences in the application of Board of County Commissioners' Employee Policies. The appeals process is designed to encourage resolution of those differences at the lowest possible organizational level. All employees are responsible for the effective administration of the appeals process by engaging in open dialogue at each step of an appeal.
4. The progressive nature of the appeals process requires that no official can act on an appeal if an official at a higher organizational level has already acted in a decision making capacity. In appeals of major disciplinary actions, a full evidentiary hearing before an impartial hearing officer will be accomplished before the final step of the employee appeals process. The hearing officer's findings of fact that are supported by substantial, competent evidence are binding on the final step administrative decision in the appeal. Any changes made to the hearing officer's conclusions of law or ultimate conclusions of fact will be explained in writing in the record of the appeal.

County Manager

County Attorney