



PERSONNEL POLICIES AND PROCEDURES MANUAL

Dated – July 2023

Issued – December 2023

ARTICLE V DISCIPLINARY ACTIONS, DEMOTIONS, DISMISSALS AND SEPARATIONS

- 5.1** **Policy** - Whenever the performance, work habits or personal conduct of an employee becomes unsatisfactory his or her supervisor shall inform him or her promptly of such deficiency and give him or her counsel and assistance. Upon a determination by the supervisor to initiate Disciplinary Action in accordance with this Article, the supervisor shall complete and submit a Pre-Disciplinary Hearing Form. The City shall follow a policy of progressive discipline, however, the severity of the offense may justify action outside of the standard progression. In such case, the supervisor must provide justification for their decision to recommend action outside of the standard progression. Discipline should be appropriate to the seriousness of the incident. A specific incident may justify severe disciplinary action without delay upon the first offense.

Each employee is expected to comply with instructions, established policies, procedures, rules and regulations, and accepted standards of personal conduct. If an employee's performance of duty or personal conduct is unsatisfactory because of neglect or failure to comply with these requirements, appropriate disciplinary action shall be taken pursuant to these Rules.

- 5.2** **Grounds** - No disciplinary action shall be taken without reasonable grounds, or cause for such action. By way of illustration, but not limitation, the following shall constitute reasonable grounds for discipline:
- (1) Unsatisfactory attendance or tardiness. Misuse or abuse of sick leave.
 - (2) Abuse or misuse of City time, such as:
 - a. Unauthorized time away from work area or
 - b. Failure to notify the supervisor promptly of completion of assigned work.
 - (3) Use of obscene or abusive language.
 - (4) Receipt of a moving traffic violation while using a City or other public use vehicles.
 - (5) Inadequate or unsatisfactory job performance. Incompetence, unwillingness, or failure to render satisfactory service to the Department Head or designee.
 - (6) Violation of safety rules, policies, or regulations.
 - (7) Insubordination or failure to follow supervisor's instructions, or to perform assigned work or otherwise comply with applicable established written policy.
 - (8) Reporting to work when under the influence of or when ability is impaired by alcohol or the unlawful use of controlled substances.
 - (9) Leaving the work site without permission during working hours.
 - (10) Failure to report to work without proper notice to supervisor. Failure to report to work due to arrest or incarceration.
 - (11) Unauthorized use or misuse of City property or records.
 - (12) Absence or leave in excess of three working days without appropriate notice, or without satisfactory explanation.
 - (13) Use of alcohol or unlawful use or possession of controlled substances while on the job.
 - (14) Material falsification of any City records, such as, but not limited to: vouchers, reports, insurance claims, time records, leave records; or other official City documents; or employment application.
 - (15) Willfully or negligently damaging or defacing City records or equipment or City or employee property.
 - (16) Theft or unauthorized removal of City records, equipment, or City employee property.
 - (17) Commit or threat to commit an act of violence or fighting in the workplace.
 - (18) Violation of the City's Substance Abuse Policy or Anti- Harassment and Anti- Discrimination Administrative Regulations
 - (19) Sleeping during scheduled work hours (except by departmental policy for Fire personnel on 24 hour tours).
 - (20) Participating in any kind of work slowdown, sit-down, or similar concerted interference with City operations.



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- (21) Unauthorized possession of firearms, dangerous weapons, or explosives.
- (22) Criminal violations other than minor traffic violations occurring on the job or off the job which are related to job performance and are of such a nature that to continue the employee in the assigned position could constitute negligence in regard to the department's duties to the public or to other City employees.
- (23) Operating a City vehicle without a valid operator's permit or without authorization.
- (24) Violation of the City's Administrative Regulations, Personnel Policies & Procedures or Department Standard Operating Procedures (SOPs).
- (25) Conduct unbecoming an employee of the City, tending to bring the City service into disrepute.
- (26) Failure to obtain or maintain required licensures, certifications, or other job specific designations.

5.3 Types of Discipline - The disciplinary measures normally available to Department Heads and their delegated subordinates shall be: (1) verbal reprimand, (2) written reprimand (includes 6-month probation period), (3) final written reprimand (includes a 12-month probation period) (4) suspension, (5) disciplinary demotion and (6) dismissal.

5.4 Documentation - All disciplinary actions shall be reduced to writing (except a verbal reprimand), with copies placed in the employee's official personnel file in the Department of Human Resources. Verbal reprimands shall be documented and maintained in the departmental file.

- (1) **Notice to Employee** - Prior to suspension, disciplinary demotion, or dismissal of an employee, he or she shall be notified in writing of the reasons for the specific charges, violations, or infractions. This writing shall be in the form of the Pre-Disciplinary Hearing Form as described in this Policy. The employee shall have an opportunity to respond to the allegations identified on the Pre-Disciplinary Hearing Form in writing prior to the Pre-disciplinary Conference at the time of the notice.

Upon completion of the Pre-Disciplinary Hearing Form and providing the employee an opportunity to provide a written response to the allegations at the time of the notice, the Department Head shall consult with the Human Resources Director or designee and shall work with the Human Resources Director or designee in conducting an investigation regarding the allegations. The Department Head or designee may interview other persons who may have direct knowledge of the situation based on information provided by the employee. Any interviews shall take place separate from the pre-disciplinary conference.

Witness statements shall be recorded or in writing and signed by any witnesses or persons having knowledge of the events giving rise to the allegations. All evidence, including witness statements, photographs and other tangible materials relating to the alleged violations shall be collected by the Department Head and provided to the Human Resources Director or designee.

- (2) **Pre-disciplinary Conference** - Upon a determination to initiate disciplinary action, the Department Head or designee shall conduct a Pre-Disciplinary Hearing with the employee advising them of allegations against them; the possibility of disciplinary action; and affording them an opportunity to respond. The Department Head or designee shall complete the Pre-Disciplinary Hearing Form and submit it to the Director of Human Resources for approval before initiating any demotion, and suspension or dismissal. The Pre-Disciplinary Hearing Form shall include or be accompanied by the Department's recommended disciplinary action to be taken. Prior to initiating any disciplinary action in excess of a Written Reprimand, the Director of Human Resources shall consult with the City Attorney by submitting to him a copy of the Pre-Disciplinary Action form and any other relevant documentation review. After receiving such consultation, the Human Resources Director shall consult with the City Manager or designee of the City Manager prior to authorizing discipline. The Department Head or designee is advised that justification for any action taken is their sole responsibility. All relevant documentation supporting the proposed discipline including but not limited to witness names and statements; photographs and recordings; and other records should be



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submitted along with the Pre-Disciplinary Hearing Form. Unless otherwise noted in these Policies, all discipline becomes effective on the date designated by the Department Head or designee after approval in accordance with this Policy.

- a. During the conference, the employee shall be given an opportunity to respond to the specific charges, violations, or infractions that form the grounds for the proposed disciplinary action as stated in the written notice previously provided to the employee. The employee may call upon witnesses or provide evidence in support of his defense against the allegations being made against him. Witnesses may not be compelled to participate in the pre-disciplinary conference against their will. Any documentation or evidence provided by the employee shall be collected by the Department Head and provided to the Human Resources Director or designee along with the documentation identified in Section 5.4(1).
 - b. The Department Head or designee may review documents as part of the pre-disciplinary conference process to include but not limited to video and audio tapes and printouts from electronic media (GPS, cell phones, etc.). These materials shall be provided to the HR Director or designee along with the documentation identified in Section 5.4(1).
 - c. The pre-disciplinary conference shall only include the Department Head or designee, witnesses called on by the employee, other city officials deemed necessary by the Department Head or designee and the employee. No attorney or other representative personnel for the City or employee shall be permitted in the Pre-disciplinary conference.
 - d. Human Resources shall attend for policy interpretation, but shall not be considered representative of either party.
 - e. The Department Head shall prepare a Memorandum summarizing the Pre-Disciplinary Hearing Conference and provide a copy of it to the HR Director or designee along with the documentation identified in Section 5.4(1). This Memorandum shall include the Department Head's recommendation of what discipline (if any) should be imposed. Except as expressly provided in this Policy, neither party is allowed to record the proceedings or bring any recording devices to the Pre-disciplinary Conference.
- (3) **Employee status during an investigation and or disciplinary review** - Pending the resolution of an investigation or disciplinary review, and upon approval of the City Manager, the Department Head or designee may place the employee on leave with pay if the employee's presence may impede the investigation or is determined to be a threat to the City, his or her supervisor or fellow employees or property or equipment.

Nothing herein shall limit the Director of Human Resources or designee's discretion to recommend to the City Manager placing any employee on leave with or without pay or administrative leave or allow the employee to remain in his or her position or a modified position pending disciplinary actions or the completion of an investigation

- (4) **Employee Status for Alleged Criminal Conduct** - Pending the resolution of any alleged criminal conduct the Department Head or designee shall place the employee on leave without pay if any of the following occur:
- a. The employee is formally charged with a criminal offense and is incarcerated (The employee may also be subject to unauthorized absence [Z time] and thus be in violation of Personnel Policies.)
 - b. The employee's ability to perform his or her job is impacted.
 - c. The investigation is hampered by the employee's presence at work.
 - d. There is a risk to the city or interference with the city's ability to conduct business.
 - e. There are allegations of theft, fraud, or embezzlement of City property or services (this shall include property leased to the City or otherwise in the possession of the City).
 - f. The employee is charged with a misdemeanor crime involving drug paraphernalia or any controlled substance.



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- g. The employee is charged with any felony crime.

Notwithstanding the aforementioned categories, nothing herein shall limit the City Manager or designee's discretion to allow the employee the use of vacation leave or to authorize administrative leave pending disciplinary action or pending the legal adjudication process upon written request by the employee. Nor shall anything limit the authority of the City to proceed with disciplinary action prior to the outcome of criminal proceedings if it is determined that the employee's conduct notwithstanding the criminal allegations warrant such action.

The approval of the City Manager or designee is required for administrative leave or leave with or without pay.

- (5) **Review and Approval** – For all disciplinary action identified in Sections 5.8 through 5.10 (Suspension, Demotion, or Dismissal), the information collected by the Department Head and provided to the HR Director consisting of the Pre-Disciplinary Hearing Form, the documentation and materials collected in Sections 5.4(1) and (2) including the Memorandum summarizing the Pre-Disciplinary Hearing shall be assembled and copies shall be provided by the HR Director to the City Attorney along with an HR Routing Sheet (Appendix B).

Communication and documents forwarded to and received from the City Attorney may be protected as confidential attorney-client privileged material or attorney work product. The City Attorney shall review the documentation and materials to ensure compliance with applicable law and policy. The City Attorney shall consult with the HR Director and Department Head and provide any comments or recommendations regarding the proposed disciplinary action. The City Attorney may recommend approval, modification, or rejection of the proposed discipline, or he may recommend additional investigation.

Such comments or recommendations shall be included on the HR Routing Sheet and these materials including the HR Routing Sheet shall thereafter be forwarded to the City Manager by the HR Director for review and approval. The City Manager may approve, modify, or reject the recommended disciplinary action, or require additional investigation.

No disciplinary action identified in Sections 5.8 through 5.10 shall be imposed by the City without compliance with this Section.

For disciplinary actions identified in Sections 5.5 through 5.7 (Verbal and Written Reprimands) the Department Head shall comply with Sections 5.1 and 5.2. City Attorney review and City Manager approval is not required for these actions

- (6) **Employee Record of Action** - Following any pre-disciplinary conference, and prior to implementation of discipline, the employee shall receive, in writing, the findings of the pre-disciplinary conference. Upon receipt of such findings, the employee may, within five (5) working days, submit a written correspondence for inclusion in the record. The pendency of such correspondence shall not delay implementation of disciplinary action.
- (7) Upon investigation and at the conclusion of the pre-disciplinary conference, the Department Head shall complete the Employee Disciplinary Action Form. This form, along with the pre-disciplinary hearing form is to be submitted to Human Resources for all levels of disciplinary action including verbal reprimands.



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- 5.5 **Verbal Reprimand** - As a disciplinary action a discussion between the supervisor and the employee wherein employee is advised and cautioned with reference to unsatisfactory work performance or misconduct. A verbal reprimand should be documented and placed in the department managerial file.
- 5.6 **Written Reprimand** - An employee may be reprimanded by any one of his or her supervisors. A written reprimand shall be confirmed in writing from the person imposing the reprimand on the employee, with a copy being placed in the employee's personnel file in the Department of Human Resources, delivered to the employee and sent to the Department Head or designee. This writing shall provide reasons for the reprimand and specific examples of violations, infractions, performance issues or personal conduct. The employee may attach written correspondence for inclusion in the record within five (5) working days of receipt of a written reprimand. The written reprimand will include a six (6) month probation period effective the date the reprimand is approved.
- 5.7 **Final Written Warning** - An employee may be reprimanded by any one of his or her supervisors. A final written reprimand shall be confirmed in writing from the person imposing the reprimand on the employee, with a copy being placed in the employee's personnel file in the Department of Human Resources, delivered to the employee and sent to the Department Head or designee. This writing shall provide reasons for the reprimand and specific examples of violations, infractions, performance issues or personal conduct. The employee may attach written correspondence for inclusion in the record within five (5) working days of receipt of a final written reprimand. The final written reprimand will include a twelve (12) probation period effective the date the reprimand is approved.
- 5.8 **Suspension** - As a disciplinary measure, the Department Head or designee may suspend an employee for such period of time as may be reasonable and appropriate under the circumstances. All suspensions shall be deemed disciplinary actions and shall be without pay.
- 5.9 **Disciplinary Demotion** - As a disciplinary measure, the Department Head or designee may recommend that an employee be demoted to a lower classification. Before such action is effective, the Department Head or designee shall investigate the circumstances, shall provide the employee with a pre-disciplinary conference and written notice of his or her recommendation. A Disciplinary Demotion is considered to be discipline in excess of a Written Reprimand and must comply with the approval requirements described in this Policy.

The salary of an employee demoted for cause shall be reduced at least 5% in the new pay range, not to exceed the maximum salary of the new pay range.

A disciplinary demotion shall require completion of an adjustment period for the new position not to exceed ninety (90) days without authorization by the City Manager. An employee who cannot successfully complete the adjustment period following a disciplinary demotion, shall be dismissed from the City's service.

- 5.10 **Dismissal** - Before an employee may be dismissed, he or she shall be informed in writing of the reasons for his or her proposed dismissal and be given an opportunity for a pre-disciplinary conference and shall be conducted by the Department Head or designee.

Department Heads may be involuntarily separated for performance or disciplinary reasons in accordance with these Policies. Probationary employees and employees who serve at the will of the City, shall be dismissed in accordance with Rule 3.16.

- 5.11 **Forfeiture** - Any officer, appointee of the council or employee of the City who shall be convicted by a final judgment of any court from which no appeal has been taken or which has been affirmed by a court of last resort on a charge involving moral turpitude or any felony or any misdemeanor involving possession of marijuana or any controlled substances may forfeit his or her office or employment. The employee shall lose



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all rights of employment and future employment with the City service, and the employee shall have no right of appeal. Prior to the Department Head or designee initiating a determination of forfeiture, a review by the City Attorney's Office is required.

- 5.12 Separation from City Service** - For the purpose of these Policies, the separation of one's status as an employee of the City shall be referred to as a separation. The types of separation shall include *but are not limited to* the following: (1) resignation, (2) disability retirement, (3) retirement, (4) reduction-in-force, (5) job abolishment (6) disciplinary dismissal, (7) forfeiture, (8) failure to return to work after the exhaustion of authorized leave, (9) disability separation, (10) death; and (11) job abandonment

Date and Notice of Separation - An employee's official date of separation is typically his or her last day in active pay status. If an employee is on approved sick leave, worker's compensation, or leave without pay when separated, the effective date of separation will be the actual date of separation designated by the employee and approved by the Department Head or designee and not necessarily the last day in active pay status. Notice of the effective date and the reasons for every separation shall be reported in writing by the Department Head or designee to the Department of Human Resources.

- (1) **Resignation** - An employee may leave the City service voluntarily. When such action takes the form of a written resignation, a copy shall be forwarded to the Department of Human Resources. If it is determined that a reported resignation was not voluntary, the Department Head or designee shall treat the separation as a dismissal under these Policies and notify the employee of his or her rights. An employee may withdraw his or her resignation before the effective date with the approval of the Department Head or designee. Where written resignation is not obtained, the Department Head or designee shall notify the employee in writing that his or her verbal resignation is accepted and forward a copy to the Department of Human Resources.
- (2) **Disability Retirement** - If an employee qualifies under the rules of the Virginia Retirement System, he or she may apply for disability retirement. Persons retiring under this Policy shall be considered as voluntarily separating from the City service.
- (3) **Retirement** - Whenever an employee meets the conditions set forth in the Virginia Retirement System Regulations, he or she may elect to retire and receive all benefits earned under the Retirement Plan. Persons retiring under this Policy shall be considered as voluntarily separating from the City service.
- (4) **Reduction in Force** - The involuntary separation of an employee from a position if it has been determined that positions will no longer be required or that funds will not support certain positions.
- (5) **Job Abolishment**- The elimination of a classification due primarily to considerations of efficiency and effectiveness. Affected employees shall be governed by the reduction-in-force provisions.
- (6) **Disciplinary Dismissal** - Each employee is expected to comply with instructions, established policies, procedures, rules and regulations, and accepted standards of conduct. If an employee's performance of duty or inappropriate conduct is unsatisfactory because of neglect or failure to comply with these requirements, appropriate disciplinary action shall be taken pursuant to these Policies leading up to and including dismissal.
- (7) **Forfeiture** - Any officer, appointee of the council or employee of the City who shall be convicted by a final judgment of any court from which no appeal has been taken or which has been affirmed by a court of last resort on a charge involving moral turpitude, or any felony, or any misdemeanor involving possession of marijuana or any controlled substances may forfeit his or her office or employment.
- (8) **Failure to return to work after the exhaustion of authorized leave** – An employee who is considered on an unauthorized absence for three (3) consecutive work days or in the Fire Department (for members



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who work 24 hour duty tours) two (2) consecutive tours twenty-four (24) hour tours, shall be dismissed.

- (9) Disability Placement/Separation - Upon supported and certified medical evidence, an employee may be separated for service or non-service related disability when he or she cannot perform the required duties because of physical or mental impairment without reasonable accommodation as defined by the American Disabilities Act as amended. Employees shall be given a fifteen (15) calendar days written notice prior to the separation date.
- (10) Death - Separation shall be effective as of the date of death. Each Department Head or designee shall establish and maintain within his or her agency appropriate procedures to be followed in the event of any employee's death while on duty. Notwithstanding a person who deceases while at work will be paid for the full-day.
- (11) Job Abandonment – where an employee is on unauthorized absence for more than three (3) consecutive working days and fails to report to their supervisor the reason for the absence in advance, they may be deemed to have abandoned their employment with the City and shall forfeit grievance rights. An employee who produces adequate justification for the absence and failure to report to his supervisor may be reinstated upon such determination having been made by the City Manager.

5.13 Reduction-In-Force - A Reduction in Force (RIF) occurs when changing priorities, budgetary constraints, or other business conditions require abolishment of positions as determined by the City Manager or designee. And approved by City Council. A RIF can also occur when a classification changes so significantly that the employee is no longer able to perform the required duties.

- (1) Selection for RIF - If a reduction in force is necessary, such employees shall be released in accordance with these Rules in the following order:
 - a. Non-Provisional status employees performing the same work must be terminated before any employee with a probationary or tenured appointment, provided that a probationary or tenured employee can perform the temporary employee's tasks.
 - b. Probationary status employees performing the same work must be terminated before any employee with a tenured appointment, provided that a tenured employee can perform the probationary status employee's tasks.
 - c. Tenured status employee is based on the following factors (factors are not in priority order):
 - (i) Which positions are most vital to the department in the delivery of service.
 - (ii) Relative skills, knowledge and productivity of employees.
 - (iii) Performance evaluation rating.
 - (iv) Length of continuous City service.
- (2) Placement Options - The Department of Human Resources will review all vacant positions to identify valid vacancies that can be used as placement options during the RIF. All final placements are at the discretion of the City Manager, with due consideration to the factors within this policy. In order to be considered for placement, the employee must be performing at the "satisfactory" performance level in accordance with the evaluation system. The options considered for placement will be based on the following order:
 - a. Same Classifications Specification vacancies -
 - (i) Transfer to a vacant position in the same classification specification in the employee's current agency.
 - (ii) Transfer to a vacant position in the same classification specification in another city agency.



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- (iii) If based upon the above-defined-criteria for placement, the status of two or more tenured employee's is identical, the order of transfer, demotion or layoff, shall be determined by the Director of Human Resources or designee through a computerized random selection process.
- b. Lower level vacancies (alternative placements to a lower classification)
 - (i) Demoted to a vacant position in a lower classification specification in the employee's current agency.
 - (ii) Demoted to a vacant position in a lower classification specification in another city agency. If based upon the above-defined-criteria for placement, the status of two or more tenured status employees is identical, the order of transfer, demotion or layoff, shall be determined by the Director of Human Resources or designee through a computerized random selection process.
 - (iii) An employee demoted due to reduction-in-force shall have his or her salary governed by the City's Pay Plan. In no event shall the demoted employee's salary exceed the maximum amount of the new pay range.

If a placement option is identified, the Department of Human Resources shall notify the employee in writing that a placement is being offered with a reasonable deadline by which the employee must respond. Employees who do not accept an offered placement by the date specified in the written offer shall be deemed separated on the date they declined the offer or if no response, on the date of the deadline in which to respond.

- (1) Exceptions - When a Department Head or designee determines that a certain employee who holds tenured status is essential to the efficient operation of the agency in which he or she is employed because of special skills, knowledge or abilities and wishes to retain such employee, the Department Head or designee shall file with the Director of Human Resources or designee a request in writing setting forth, in detail, the specific skills, knowledge and abilities possessed by the employee and the reasons why such employee is essential to the effective operation of the agency. If the Director of Human Resources or designee approves the request, such employee may be retained.
- (2) Lay-off/Termination - If after all the above steps have been exhausted and tenured status employees are to be laid off/terminated, such employees shall receive fifteen (15) calendar days written notice prior to the effective termination date.

An employee who may be in the process of another administrative procedure (i.e. grievance, EEO complaint, disciplinary action, etc.) is still covered under the reduction in force procedure. If such employee is laid off, he or she will be entitled to continue to pursue the other administrative procedure if he or she so chooses. However, it will be done in the status resulting from the effect of the reduction in force policy and it will not change the impact of the layoff.

5.14 Reinstatement - Reinstatement status applies only to those tenured status employees who have (1) resigned in good standing, (2) apply for reinstatement within thirty (30) calendar days of the date of their separation, (3) their position having remained unfilled, and (4) now meet the minimum qualifications for the position, and then only if such reinstatement is approved by both the Department Head or designee and the Director of Human Resources or designee. Seniority for employees reinstated shall be computed from the original date of employment.

- (1) Pay of Reinstated Employees - Upon reinstatement, an employee's pay, employment date and all benefits shall remain unchanged and be restored.



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**PRE-DISCIPLINARY HEARING FORM PER PETERSBURG
PERSONNEL POLICY ARTICLE V**

The purpose of a pre-disciplinary hearing is to inform the employee of the alleged violations, provide an opportunity to respond, and advise the employee of possible disciplinary action. Please complete the form below following a meeting with the employee and submit it to the Human Resources Director to be used in support of any investigation.

Employee:	Title:
Supervisor:	Title:
Department:	
Alleged violations including dates, locations, and relevant policy citations:	
Narrative including dates and times:	
Employee explanation:	
<u>Recommended disciplinary action:</u>	
Supervisor (print):	
Signature:	Date:



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EMPLOYEE DISCIPLINARY ACTION FORM			
Employee Name:			Date:
Position Title:	EMPL.#:		Date of Hire:
Department:			
Supervisor / Manager:			
Type of Disciplinary: <input type="checkbox"/> Verbal <input type="checkbox"/> Written <input type="checkbox"/> Final Written <input type="checkbox"/> Suspension <input type="checkbox"/> Demotion <input type="checkbox"/> Dismissal			
Disciplinary Action Reason:	<i>Enter Reason</i>		
Policy or Procedure Violation	<i>Enter policy or procedure violation</i>		
Related Disciplinary Actions Previously Issued: (Including Dates)	<i>Enter Related Corrective Actions Previously Issued</i> <i>Enter any previous counseling, training or policy acknowledgements employee may have received on the warning being issued.</i>		
Nature of Incident Performance and/or Behavior Deficiencies:	<i>Describe the specific performance and/or behavior deficiencies. Be specific and include dates, times, location and all other contributing factors to the employee's deficiency.</i>		
Actions Required:	<i>Describe the action(s) required. What is expected of the employee moving forward and what must the employee do in order to improve?</i>		
Consequences of Continued Behavior:	<i>Describe the consequences of continued behavior. In some situations, you may have nothing more to add than what is already listed below, but in other cases you will want to add specific consequences of continued behavior.</i> Failure to show immediate and sustained improvement in the areas noted, or to comply with any other standards of performance or conduct at any time, may result in further disciplinary action, up to and including termination of employment.		
Resources:	If you can think of any reasonable accommodations to assist you in completing your essential job functions, please make sure to email hr@petersburg-va.org to initiate or update a leave and/or accommodation request in the system. Additionally, as an employee you have access to the All One Employee Assistance Program (EAP) at no cost to you. EAP is confidential and available anytime at 800-950-3434, reach-eap.com code: CITYPB.		



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Employee Acknowledgement and Comments:

I acknowledge that I have read and understand this report and that my supervisor has discussed it with me. I understand that the organization has a procedure for grieving this action per the guidelines established in the Human Resources Policies and Procedures Manual Article III and VII and that I have five (5) working days to initiate the grievance with my supervisor. I also understand that this report and the information described above is a private and confidential matter and that I may not discuss it with anyone other than my supervisor, my Department Head and other management personnel responsible for my work area, or a member of the Human Resources Department staff. I understand that failure to comply will result in further disciplinary action up to and including dismissal.

EMPLOYEE CORRECTIVE ACTION FORM			
Employee Signature:		Date:	
Supervisor/ Manager Signature:		Date:	
Received in Human Resources by:		Date:	

City of Petersburg Personnel Policy Section .5.2 – APPENDIX C