

DISCIPLINE GENERALLY

On-the-job conduct of District employees affects the ability of the District to serve its citizens and affects the taxpayer's impression of District government. Employee safety, productivity and morale are dependent upon employee conduct.

Occasionally it is necessary for supervisors to resort to corrective action when other actions are inappropriate, or where a particular employee fails to respond to informal guidance.

In order to provide a fair method of correction, and when necessary, of disciplining employees, the District will use progressive discipline procedures. All discipline procedures shall comply with Civil Service Rule IX.

DISCIPLINE - GENERAL GUIDELINES

Initiation of Discipline: Discipline may be initiated for many proper reasons including, but not limited to, violations of work rules, insubordination or poor job performance. The severity of the action generally depends on the nature of the offense and an employee's work record, and may range from verbal counseling to discharge.

Progressive Discipline: Progressive discipline for infractions includes:

1. Verbal counseling;
2. Written counseling or warning;
3. Temporary reduction in pay in lieu of suspension;
4. Suspension;
5. Demotion; and
6. Discharge.

Any or all of these steps may be utilized, depending upon individual circumstances and the nature of the infraction. Exceptions or deviations from the normal procedure may occur whenever the District, in its discretion, deems it appropriate in the circumstances of the particular case.

APPLICATION OF PROGRESSIVE DISCIPLINE

For performance deficiencies, employees may be verbally counseled once before receiving a written warning. A supervisor may or may not choose to make the imposition of a verbal warning part of the employee's personnel file.

DISCHARGE PROCEDURE

Pre-Discharge Conference: If the Fire Chief determines there is cause for the discharge of an employee, the Fire Chief shall notify the employee of the specific reasons and that a discharge is being considered. The employee shall be provided with the facts upon which the actions are based. The Fire Chief shall afford the employee a formal opportunity to refute the charges orally or in writing. Once the employee has been afforded an opportunity to refute the charges and explain the circumstances, the employee may be suspended without pay. If a pre-discharge conference is to be held, it will be scheduled and held within three (3) workdays after notice of the action has been given. The employee will be given adequate time to develop a response and to seek necessary outside assistance if needed. The time limits may be varied by the District to meet individual needs.

The Fire Chief will conduct the conference and decide whether to impose discharge or a lesser degree of discipline. If discipline less than termination is determined to be appropriate, the employee's immediate supervisor shall administer the discipline within their scope of authority.

APPEAL OF DISCIPLINARY ACTION

Right to Appeal from Discipline. Any regular classified employee, who has been suspended, reduced in pay, demoted or discharged, shall have the right of appeal to the Civil Service Commission.

The process for filing a disciplinary appeal with the Civil Service Commission is outlined in section X of the Civil Service rules.

Any decision of the Civil Service Commission affecting any regular (classified) employee may be appealed to the Circuit Court of Deschutes County, Oregon in accordance with ORS 242.804.