

From: Bruce Adams <bruce.adams@loganutah.org>  
Date: Mon, Jan 4, 2010 at 4:48 PM  
Subject: Handbook Revision - Section 7 - Discipline  
To: Everyone <Everyone@loganutah.org>

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**Please post for all employees.**

The following revision has been made to the **Employee Handbook Section 7-03 Disciplinary Measures**.

Associated changes will be made shortly to the:

- City's Web Page (WWW.LoganUtah.org/Human Resources/Employee Handbook)
- Employee Net (WWW.Employee.LoganUtah.org/Human Resources/Employee Handbook)
- Employee Handbook Change Log

A paper copy of the revision is being sent to each Department Head to replace the previous Section 7-03 of their department's hard copy of the employee handbook. The revision dated January 4, 2010 will be the most current.

Thank you  
- Bruce Adams

Encl: Revision pasted below

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**Revision Date:** **January 4, 2010**  
**Section Revised:** 7-03 Disciplinary Measures

**Previous:**

7-03 (1) Employees whose conduct constitutes grounds for disciplinary action are subject to one or more of the following depending on the severity and/or frequency of the violation.

Informal Discipline

- a. Counseling/Coaching Session. A discussion held between a supervisor and a subordinate wherein the employee is counseled or reminded of a specific policy, procedure, standard, expectation, etc.
- b. Verbal Warning. A disciplinary warning given to an employee that is documented in a supervisor's day planner, daily work journal, performance evaluation program, personnel tracking system, etc.

Formal Discipline

- c. Letter of Caution. A disciplinary letter given to an employee wherein the employee is cautioned in writing. The letter is placed in the employee's personnel file in the Human Resource Department.
- d. Letter of Reprimand and Suspension. A disciplinary letter given to an employee wherein an employee is reprimanded and suspended without pay. The letter is placed in the employee's personnel file in the Human Resource Department. Suspension without pay for periods of three (3) days or longer require prior approval from the Department Head and the Human Resource Department before being issued to the employee and should advise the employee of their right to appeal the disciplinary action as allowed by state code.
- e. Corrective Action Plan (CAP). A process wherein an employee is placed on disciplinary probation for a period of time lasting anywhere from several weeks to several months during which time the employees is required to establish an improvement plan that will correct their inappropriate or substandard work performance. All Corrective Action Plans require prior approval from the Department Head and the Human Resource Department before being issued to the employee. The CAP is placed in the employee's

personnel file in the Human Resource Department. While on a CAP an employee is not eligible to make application for posted positions within the City and they are not eligible for Pay for Performance raises due to the disciplinary probation.

- f. Demotion. Discipline from a supervisor to a subordinate wherein an employee is demoted to a position of lesser responsibility or pay. All demotions will require prior approval from the Department Head and the Human Resource Department before being made. All demotions will be put in writing and placed in the employee's personnel file in the Human Resource Department and should advise the employee of their right to appeal the demotion as allowed by state law. See Section 3 "Employment" of the Employee Handbook for additional information regarding demotions.
- g. Involuntary Termination. Discipline from a supervisor to a subordinate wherein an employee is terminated. All involuntary terminations will require prior approval from the Department Head and the Human Resource Department before being made. All involuntary terminations will be put in writing and placed in the employee's personnel file in the Human Resource Department and should advise the employee of their right to appeal the termination as allowed by state law.
  - 1. Terminated employees receive compensation for hours worked including accrued Personal Leave, Comp Earned, and Overtime in accordance with State and Federal Payroll Laws.
  - 2. Terminated employees must return all City property and satisfy any debt owed to the City.
  - 3. Where permitted by state and federal law, the City may withhold any debt owned to the City from the employee final paycheck.
  - 4. Employees who are terminated for cause are not eligible for rehire.

**New:**

- 7-03 (1) Employees whose conduct constitutes grounds for disciplinary action are subject to one or more of the following depending on the severity and/or frequency of the violation.

**Informal Discipline**

- a. Verbal Warning. A verbal warning given to an employee wherein the employee is counseled or reminded of a specific policy, standard, expectation, etc and is documented in a supervisor's day planner, daily work journal, performance evaluation program, personnel tracking system, etc.
- b. Written Warning. A disciplinary letter given to an employee wherein the employee is warned in writing. The letter is kept in the department records and may be added to the employees personnel file at a later date.

**Formal Discipline**

- c. Letter of Reprimand. A disciplinary letter given to an employee wherein the employee is reprimanded in writing. The letter is placed in the employee's personnel file in the Human Resource Department.
- d. Letter of Reprimand and Suspension. A disciplinary letter given to an employee wherein an employee is reprimanded and suspended without pay. The letter is placed in the employee's personnel file in the Human Resource Department. Suspension without pay for periods of three (3) days or longer require prior approval from the Department Head and the Human Resource Department before being issued to the employee and should advise the employee of their right to appeal the disciplinary action as allowed by state code.
- e. Corrective Action Plan (CAP). A process wherein an employee is placed on disciplinary probation for a period of time lasting anywhere from several weeks to several months

during which time the employees is required to establish an improvement plan that will correct their inappropriate or substandard work performance. All Corrective Action Plans require prior approval from the Department Head and the Human Resource Department before being issued to the employee. The CAP is placed in the employee's personnel file in the Human Resource Department. While on a CAP an employee is not eligible to make application for posted positions within the City and they are not eligible for Pay for Performance raises due to the disciplinary probation.

- f. Demotion. Discipline from a supervisor to a subordinate wherein an employee is demoted to a position of lesser responsibility or pay. All demotions will require prior approval from the Department Head and the Human Resource Department before being made. All demotions will be put in writing and placed in the employee's personnel file in the Human Resource Department and should advise the employee of their right to appeal the demotion as allowed by state law. See Section 3 "Employment" of the Employee Handbook for additional information regarding demotions.
  
- g. Involuntary Termination. Discipline from a supervisor to a subordinate wherein an employee is terminated. All involuntary terminations will require prior approval from the Department Head and the Human Resource Department before being made. All involuntary terminations will be put in writing and placed in the employee's personnel file in the Human Resource Department and should advise the employee of their right to appeal the termination as allowed by state law.
  - 1. Terminated employees receive compensation for hours worked including accrued Personal Leave, Comp Earned, and Overtime in accordance with State and Federal Payroll Laws.
  - 2. Terminated employees must return all City property and satisfy any debt owed to the City.
  - 3. Where permitted by state and federal law, the City may withhold any debt owned to the City from the employee final paycheck.
  - 4. Employees who are terminated for cause are not eligible for rehire.

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