



**CITY OF BOWLING GREEN
ADMINISTRATIVE INSTRUCTION NO. 30**

DISCIPLINARY ACTION

These Administrative Instructions set forth guidelines to be used by supervisors for appropriate disciplinary response to employee violations of City policies.

INSTRUCTIONS

The City subscribes to the philosophy of progressive discipline. Normal progression includes the following:

- verbal admonition
- written reprimand
- suspension without pay
- termination

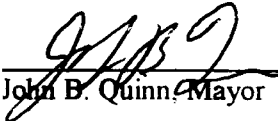
However, a combination of various disciplinary actions against an employee, an act of a serious nature, or repeated acts may justify bypassing one or more of the disciplinary steps outlined above.

Supervisors at all levels have the authority to verbally admonish or prepare written reprimands to employees whenever circumstances deem such responses as being appropriate. Supervisors have the responsibility, when writing a reprimand, to document an employee's failure to perform assigned duties in accordance with his/ her job description or in a manner allowable by City policy. Whenever a written reprimand is given, the supervisor will schedule a meeting with the employee to discuss the appropriate issues causing the reprimand.

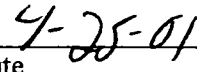
Supervisors may recommend suspensions without pay or termination to the Mayor, who normally will be the only person authorized to invoke such discipline. The Mayor may invoke these disciplinary actions only after receipt of the findings of a neutral hearing officer appointed by the Mayor who has provided the employee the opportunity to present his/ her case before the hearing officer. Whenever the Mayor is absent from the City which would necessitate the appointment of an Acting Mayor, the Municipal Administrator will perform the aforementioned duties of the Mayor relating to discipline.

Administrative Instruction No. 30
Disciplinary Action
April 26, 2001

Special circumstances might require the removal of an employee from the work site if the person's continued presence could jeopardize his/ her safety or the safety of other employees. Such circumstances could include, but not be limited to, suspected alcohol usage while on duty, intoxication, drug use, insubordination, or excessive belligerence of an employee. In these cases, supervisors above foreman level may determine to send the employee home with pay as a means of neutralizing a potential harmful atmosphere. Such action will not constitute as discipline. However, within one workday, the supervisor will commence the appropriate disciplinary option as outlined in first paragraph.



John B. Quinn, Mayor



Date