

POLICY STATEMENT

Subject: Merit System, Mediation, Discipline and Appeal Policy

Origination Date: 04/01/2001

Revision Date: 05/23/2022

Guideline Number: 800

Purpose

The purpose of this policy is to outline the scope of the City's adopted merit system, address conflicts that are disruptive to the workplace, establish procedures to be followed when employee conduct is inappropriate or in violation of City policies or administrative guidelines, and to establish an appeal process to provide a just, effective, and equitable method for prompt resolution of problems in the workplace.

Policy

A. Merit System

Pursuant to Article 3-3-3 of the city's Code of Ordinances, the City adopts a merit system for the purpose of regulating the conditions of employment and removal of employees of the City. The merit system is a method of human resource management designed to maintain a highly capable and efficient workforce for the good of the public.

The merit system shall apply to all employees designated as classified employees. Classified employees are full-time and part-time employees who are designated as authorized (ongoing) budgeted positions and identified as classified through the job evaluation system conducted by Human Resources.

Deputy City Managers and heads of departments (directors and chiefs) appointed by the City Manager as of 07/01/2020 shall be at-will employees and therefore excluded from the merit system.

The merit system shall not apply to elected officials; officers subject to appointment and removal by the Council; consultants hired on a contract basis; contract employees; part-time employees hired on a temporary or seasonal basis, non-regular employees; interns, volunteer firefighters; volunteer workers who receive no regular compensation from the City and members of boards, committees and commissions established by the Council.

B. Discipline Policy

It is the policy of the City to use a system of progressive discipline to address unacceptable work performance or behavior. The goal is to change unacceptable work performance. Discipline is not required to be applied in a progressive nature if the severity of the offense warrants more severe consequences.

The employee may be subject to any of the following disciplinary actions, depending on the severity of the offense and prior discipline history:

1. Supervisory Counseling
2. Letter of Instruction
3. Disciplinary Probation
4. Suspension
5. Demotion
6. Termination

C. Grievance/Appeal Process

The purpose of the grievance/appeal process is to provide a just, effective, and equitable method for the prompt resolution of problems and/or concerns in a fair and expedient manner, without discrimination, coercion, restraint, or reprisal against any classified employee who may submit or be involved in an appeal. It is the policy of the City to provide for an orderly and informed process for employees to resolve their problems

Classified employees must initiate the grievance/appeal process within the timeframe provided in Administrative Guideline #830.

D. Sworn Law Enforcement Personnel

Sworn law enforcement personnel will be afforded all rights and protections provided pursuant to the AZ Peace Officer Bill of Rights, if applicable.