

RESOLUTION NO. R16-718

**A RESOLUTION TO ADOPT A PROGRESSIVE DISCIPLINE POLICY
FOR THE EMPLOYEES OF THE CITY OF STOCKBRIDGE**

WHEREAS, the City of Stockbridge ("City") is a municipal corporation duly organized and existing under the laws of the State of Georgia and is charged with being fiscally responsible concerning the use and expenditure of all public funds; and

WHEREAS, the City Council desires to establish a fair and equitable progressive discipline policy for the employees of the City of Stockbridge;

THEREFORE, THE CITY COUNCIL OF THE CITY OF STOCKBRIDGE HEREBY RESOLVES:

SECTION 1. Approval. The progressive discipline policy attached hereto as Exhibit A is hereby approved.

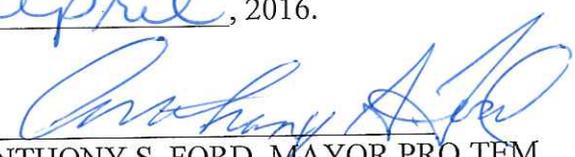
SECTION 2. Public Record. This document shall be maintained as a public record by the City Clerk and shall be accessible to the public during all normal business hours of the City of Stockbridge.

SECTION 3. Authorization of Execution. The Mayor or Mayor Pro Tem is hereby authorized to sign all documents necessary to effectuate this Resolution.

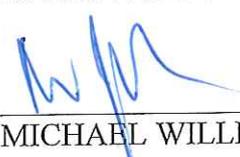
SECTION 4. Attestation. The City Clerk is authorized to execute, attest to, and seal any documents which may be necessary to effectuate this ordinance, subject to approval as to form by the City Attorney.

SECTION 5. Effective Date. This resolution shall become effective immediately upon its adoption by the Mayor and City Council of the City of Stockbridge as provided in the City Charter.

SO REOLVED this 26th day of April, 2016.


ANTHONY S. FORD, MAYOR PRO TEM

APPROVED AS TO FORM:


MICHAEL WILLIAMS, City Attorney

ATTEST:

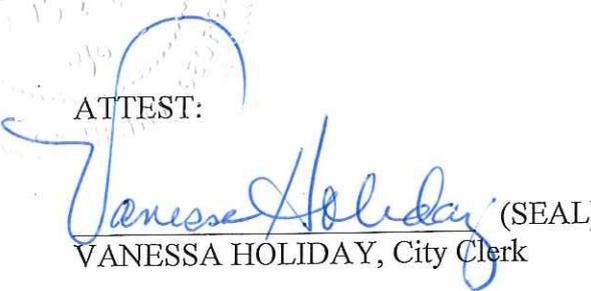
 (SEAL)
VANESSA HOLIDAY, City Clerk

EXHIBIT A

Progressive Discipline Policy

Section 730.000

Progressive Discipline

Progressive discipline includes a series of increasingly severe penalties for repeated offenses, typically beginning with a counseling to termination.

Disciplinary action may include a verbal counseling, written warning, suspension without pay, and termination from employment. However, the City reserves the right to combine and skip steps depending on the circumstances of each situation and the nature of the offense.

Formal Disciplinary Action will comprise of three levels.

Level One: will be an oral reminder. The supervisor will speak with the employee regarding the violation of the policy/procedure or infraction and explain the consequences if the problem continues. If no further disciplinary actions occur over a six month period the discipline will be deactivated. Supervisors will be responsible for documenting the oral reminder, and keeping on file until deactivated.

Level Two: will be a written reminder. The employee will receive a formal write-up of the policy/procedure violated, the date the infraction occurred and exactly what occurred. The employee will provide his/her statement, sign the form and during the meeting the supervisor will obtain the employee's agreement to change the behavior or correct the performance issue, and determine the action the employee will take to resolve the issue. If no further disciplinary actions occur over a twelve month period the discipline will be deactivated.

Level Three: will result in decision making leave. This level is part of the progressive process and one to five day suspensions can be given depending on violation. The employee will receive a formal discipline report with the policy/procedure or infractions violated, dates these incidents occurred and a suspension. This level of discipline is putting the employee on notice that he or she will be terminated unless the performance issue is corrected and there is a behavior change. At this level coaching and feedback have been provided to the employee and corrective action is required. The employee will return and be placed on a performance improvement plan with goals and actions to be accomplished during a 30, 60 or 90 day period. If further discipline continues after level three and no positive improvement has been made the final result will be termination.

The following examples may result in disciplinary action, up to and including termination:

1. Misconduct;
2. Violation of the City's policies set forth in this Manual or in the City's charter or any City resolution or ordinance;
3. Insubordination;
4. Excessive absenteeism or tardiness, being absent three or more days without notification to supervisor. Phone calls without speaking to supervisor do not excuse an absence.
5. Violation of the City's Drug-Free Workplace Policy, including possession, use or sale of drugs or alcohol during working hours, reporting to work under the influence of drugs or alcohol, or unlawful use of drugs or alcohol;

6. Possession of dangerous instruments on City property, including any firearms;
7. Unsatisfactory job performance;
8. Suspicion of theft or dishonesty;
9. Violation of the City's Equal Employment Opportunity Policy or disrespect toward fellow employees, customers, visitors or other members of the public;
10. Violation of the City's Workplace Violence Policy;
11. Using the computer systems, including accessing and deleting confidential computer files and data;
12. Sabotaging the facility, grounds or equipment;
13. Engaging in indecent behavior;
14. Soliciting gifts or tips from business-related contracts;
15. Disrespectful or unprofessional conduct;
16. Unauthorized or inappropriate use or disclosure of confidential information or trade secrets;
17. Violating the City's Dress Code Policy, including wearing one's City work uniform while off duty; and
18. Other misconduct as determined by the City.

Responsibilities of Employees

It is the duty and the responsibility of every employee to be aware of and abide by existing policies and work rules. It is also the responsibility of employees to perform their duties to the best of their ability and to the standards set forth in their job descriptions or as otherwise established. Employees are encouraged to take advantage of all learning opportunities available and to request feedback when needed.

Responsibilities of Supervisors, Managers and Directors

The immediate supervisor, manager or director should approach corrective measures in an objective manner. If the employee's performance or assigned tasks is the issue, the supervisor, manager or director should confirm that proper instructions, appropriate orientation and training have been given and that the employee is aware of job expectations. Not only single incidents, but also patterns of poor performance, should be of concern as these are indicative of overall performance. If misconduct is the issue, the supervisor manager or director should take steps to ensure that the employee has been made aware of the City's policies and regulations regarding the infraction. If, in either case, appropriate instruction or information was not communicated, a performance improvement plan for such communication should be immediately developed and reviewed and signed by the employee. Document the discussion, follow-up to make sure that the problem has been solved.

Dismissal

Dismissal is an immediate termination of employees for serious breaches of responsibility, unsatisfactory performance or misconduct. A supervisor or department head may recommend termination after consultation with the Human Resources Manager. Final approval will be required from the City Manager.