

# Village of Antioch

## Section: 7.1

### Title: Employee Disciplinary Guidelines

*Final Draft Date: 11/06/2006*

*Adopted by: Ordinance 06-11-39*

*Revision Approval Date:*

*Approved by:*

---

#### **Policy**

It is the policy of the Village to allow for disciplinary process which promotes consistent Disciplinary Guidelines to all employees.

#### **Eligibility**

All permanent and temporary full time and part time employees, excluding elected officials.

#### **Purpose**

Any conduct that interferes with or adversely affects employment or is in violation of any policy and/or procedure established by the Village, and/or is in violation of any federal, state or local law is grounds for disciplinary action. Each disciplinary category will be utilized in sequential order, however, certain conduct may be deemed to warrant an immediate written reprimand, suspension or termination. All Village employees serve at the will of the Village and an employee may be dismissed for any lawful reason at any time.

#### **Procedures**

Using a Personnel Action Report (PAR), the supervisor or Village Administrator, in cooperation with Human Resources, will document and specifically outline the areas that require the employee's immediate improvement. Failure to resolve the problem within the specified time frame may result in disciplinary action, not to exclude termination.

The supervisor, Human Resources, and/or Village Administrator will meet with the employee to read through the PAR, and will encourage the employee to sign the PAR. The employee will retain a signed copy for their records. The original copy of the PAR and any additional documentation will be placed in the employee's Personnel File. ~~The PAR may be removed after two years if there is no subsequent disciplinary action taken.~~

The Formal disciplinary action will be processed in the following manner: Verbal Reprimand; Written Reprimand (up to three (3) Written Reprimands may be

issued); Suspension (with or without pay, as determined by supervisor and/or Village Administrator approval); Termination.

**Exceptions**

An employee may appeal a disciplinary action through the Appeal Process (see Employee Disciplinary Action Appeal Process, Policy 8.1)