

RULE 8

Suspension, Reduction, Discharge

Section 8. Formal Counseling.

Formal Counseling is not within the type of disciplinary action specified in Section 6.13-2 of the Charter which may be appealed to the Civil Service Commission. A formal counseling is issued by the Department Head and considered a written counseling to address employee workplace conduct. Employees receiving a formal counseling shall have the right to place responses to the formal counseling into their personnel files which shall remain in the file so long as the formal counseling to which the response relates remains in the file. Upon an employee's request, a formal counseling shall be removed from an employee's personnel file after the expiration of twenty-four (24) months from the date of the formal counseling, provided the employee has not received any disciplinary action during that time period. A formal counseling, once removed from the employee's file, shall not be considered against the employee for purposes of determining progressive discipline or performance evaluations. (Added 8/25/09)(Amended 11/2/10, 3/6/12)