

**A. Discipline**

1. Discipline may be administered for the violation of written City of Kettering rules or for actions, behaviors or levels of performance or conduct which warrant discipline, whether in violation of written rules or not. An employee may be disciplined for the following including, but not limited to: unsatisfactory performance, incompetency, inefficiency, dishonesty, drunkenness, immoral conduct, insubordination, neglect of duty, conviction of criminal charges, misfeasance, malfeasance, or nonfeasance, violation of the Policies and Procedures of the City, the Department or of the Civil Service Commission, discourteous treatment of the public or other employees, failure to pay just debts against the City, any failure of good behavior, or an accumulation of minor infractions.
2. Discipline may be levied for both on and off duty misconduct.
3. The Human Resources Department is to be notified immediately of disciplinary actions of all full-time and regular part-time employees. Supervisors who have questions regarding disciplinary issues should consult with the Human Resource Department.
4. Supervisors should refer to and comply with any applicable collective bargaining agreement prior to administering discipline to an employee.

**B. Authority**

1. All supervisors have the authority to counsel and reprimand an employee as approved by their respective Department Director. It is recommended, but not required, that the employee sign this record of counseling or reprimand.
2. The Assistant City Manager and Department Directors have the authority to suspend an employee with or without pay for a period of five working days or less.
3. The City Manager (or Acting City Manager) has the authority to suspend an employee with or without pay for more than five working days, demote an employee, and dismiss an employee.

**C. Appeal**

1. An employee may appeal an oral reprimand, written reprimand, or suspension of five working days or less according to Policy No. 702 Administrative Grievance Procedure or an applicable Department policy.
2. A Classified Civil Service employee who has successfully completed probation may appeal a suspension of more than five working days, demotion or dismissal according to the Civil Service Commission's Rules.

3. An Unclassified employee who has successfully completed probation may appeal a suspension of more than five working days, demotion or dismissal according to the Personnel Board of Appeals' Rules.
4. Employees in a bargaining unit may appeal disciplinary action according to the applicable bargaining agreement.
5. Department Directors have the authority to suspend, demote and dismiss, and hear appeals of Unclassified part-time, seasonal, special or temporary employees. Unclassified part-time, seasonal, special or temporary employees may appeal a dismissal according to the Personnel Board of Appeals' Rules.

The City Manager hereby delegates the appropriate responsibility and authority to administer this Policy to the City's Assistant City Managers and Department Directors.

Approved:

12/22/22  
Date

Mark Schwieterman  
Mark Schwieterman  
City Manager

Issued:

12.22.22  
Date

Jenny Smith  
Jenny Smith  
Human Resource Director