
 Town of Swansboro	<b>Personnel Policy</b>		<b>Unsatisfactory Job Performance and Detrimental Personal Conduct Disciplinary Action for Unsatisfactory Job Performance</b>	
	Number: Article IX; Section 1	Revisions:	Effective Date: November 20, 2012	Page of 1 1
	Supersedes:		Approved By: 	

**ARTICLE IX. UNSATISFACTORY JOB PERFORMANCE AND DETRIMENTAL PERSONAL CONDUCT**

**Section 1. Disciplinary Action for Unsatisfactory Job Performance**

A regular employee may be placed on disciplinary suspension, demoted, or dismissed for unsatisfactory job performance, if after following the procedure outlined below, the employee's job performance is still deemed to be unsatisfactory. All cases of disciplinary suspension, demotion, or dismissal must be approved by the Town Manager prior to giving final notice to the employee; written warnings (reprimands) must also be discussed with the Manager.

Probationary employees who have not attained regular status and temporary employees may be terminated immediately for unsatisfactory job performance or conduct/safety violations without following the progressive discipline process. Except in cases alleging discrimination or retaliation, there is no right of appeal in these cases. Appropriate documentation of the termination will be included in the employee's personnel file.