

## SECTION 4 DISCIPLINARY ACTION

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The purpose of this section is to provide for consistent and equitable treatment of disciplinary matters, with the goal of assisting the employee in developing a positive plan of action to correct the deficiency in the job performance or behavior standard in question.

### PROCEDURES

#### LEVEL ONE - VERBAL REMINDER

A verbal reminder will be given to an employee for a first time performance or behavior deficiency by their Supervisors. The Purpose of the verbal reminder will be to insure the employee is fully aware of the nature of the discrepancy and to discuss how the problem can be corrected and prevented from occurring again.

#### LEVEL TWO - WRITTEN REMINDER

If the Supervisor determined that an employee is incapable or unwilling to perform a task to which he is assigned in a reasonable efficient manner or that the employee's behavior is deficient or detrimental to others, the Supervisor may make written notice of the behavior deficiency. The purpose of this written reminder will be to insure the employee is fully aware of the nature of the discrepancy and to discuss how the problem can be corrected and prevented from occurring again. This written notice will be placed in the personnel file.

### LEVEL THREE - DECISIONS MAKING LEAVE

When an employee's counseling session fails to produce the desired changes in performance and/or behavior, the Supervisor will conduct another counseling session and place the employee on a paid one day decision making leave. The employee will be instructed to use this day to decide whether or not he/she wishes to correct the ongoing problem and stay, or to resign and seek employment elsewhere.

Before returning to work, the employee will be required to provide the Supervisor with a written statement that includes:

A decision to stay or leave.

If desiring to stay, employees plan to correct the ongoing discrepancy.

The results of the meeting will be documented and a copy will be given to the employee. A copy of the report will also be placed in the employee's personnel file.

### LEVEL FOUR- SUSPENSION WITHOUT PAY

Continued failure of an employee to meet the Department's requirements and expectations outlines in LEVEL THREE - DECISION MAKING LEAVE will require the Supervisor to forward a recommendation to the Madison County Judge Executive that the employee receive five days suspension without pay. The request will be reviewed by the Madison County Judge Executive for action.

### LEVEL FIVE - TERMINATION

Continued failure of an employee to meet Department requirements and expectations following an issuance of a suspension without pay will require the Madison County Judge Executive to consider the employee's continued employment. The Madison County Judge Executive will review the employee's record for termination.

## VARIANCE TO THE POLICY

In the event of significantly serious or operationally disruptive incident/actions or those of a criminal nature or otherwise violating local, state, or federal statutes, the Madison County Judge Executive reserves the right to skip LEVELS ONE, TWO, AND THREE disciplinary steps and initiate suspension without pay and or termination of employment, and whatever additional actions deemed necessary that are not covered under the scope of this policy.

THIS ORDINANCE NO. 01-16 SHALL BECOME EFFECTIVE ON THE DATE OF THE SECOND READING AND ADOPTION.

INTRODUCED, SECONDED AND GIVEN FIRST READING APPROVAL at a duly convened meeting of the Fiscal Court of Madison County, Kentucky held on the 22 day of May, 2001.

GIVEN SECOND READING AND ADOPTED at a duly convened meeting of the Fiscal Court of Madison County, Kentucky, held on the 12<sup>th</sup> day of June, 2001, and of record in Fiscal Court Order Book \_\_\_\_\_, Page \_\_\_\_\_.

DATE ADOPTED: June 12, 2001  
MOTION BY: William Tudor  
SECONDED BY: Forniss Park

VOTE:	YES	NO
Magistrate Billy Ray Hughes <i>absent</i>	<u>   </u>	<u>   </u>
Magistrate Forniss Park	<u>✓</u>	<u>   </u>
Magistrate William Tudor	<u>✓</u>	<u>   </u>
Magistrate Larry Combs <i>absent</i>	<u>   </u>	<u>   </u>
Judge Kent Clark	<u>✓</u>	<u>   </u>

*Kent Clark*  
MADISON COUNTY JUDGE/ EXECUTIVE

Attest:  
*Mary Jane Winter*  
County Clerk