

Salt Lake County Human Resources Policy 3-400: Discipline

Purpose

This policy provides guidance and outlines the procedures to be followed when imposing discipline on merit employees.

I. Policy

It is the policy of Salt Lake County to provide and enforce a system of progressive discipline to merit employees. Progressive discipline is not required for severe violations. Discipline for Sheriff's Office sworn employees is covered under the Peace Officer's Merit Commission Policy and Procedures.

II. Procedures

- A. **Progressive Discipline:** a method of discipline that uses graduated steps for dealing with problems related to an employee's conduct or performance that do not meet defined standards and policies. The ultimate objective of progressive discipline is to help employees correct conduct problems and resolve performance issues in the earliest stages.
 1. The progressive discipline sequence is written warning, suspension, and termination; demotion may also be used where appropriate.
 2. Deviation from progressive discipline sequence is permitted based upon the severity of the employee's conduct or performance.
- B. Levels of Progressive Discipline
 1. **Written Warning:** written statement given to an employee that includes notice of the policy violation. Written warnings shall be placed in the employee's official personnel file.
 2. **Suspension:** a disciplinary unpaid leave of absence.
 - a. A suspension has to be for at least 1 full day.
 3. **Demotion:** a disciplinary change that results in a reduction of position and pay.
 4. **Termination:** a disciplinary separation of employment.
- C. Disciplinary process
 1. **Paid or Unpaid Administrative leave:** An Administrator may place an employee on paid or unpaid administrative leave during the disciplinary process. An employee on paid administrative leave will remain available to the agency during normal work hours.
 2. **Disciplinary Notice of Intent:** the notice shall contain specific written notice of the alleged policy violation(s) and an explanation of the facts. The notice shall include the following: Date of the notice;
 - a. Level of potential discipline;
 - b. Applicable policy references;
 - c. Explanation of the alleged policy violation(s) and an explanation of the facts.
 - d. Date the potential disciplinary action is imposed;
 - e. Discipline history including dates and level of discipline; and
 - f. A copy of HR Policy 3-500 Grievance Appeals.
 3. **Pre-Determination Meeting:** For suspension, demotions, and terminations a Pre-Determination meeting is required. The meeting shall be held with the person who issued the Disciplinary Notice of Intent (or designee) no sooner than 3 calendar days after receipt of the Disciplinary Notice of Intent.

Salt Lake County Human Resources Policy 3-400: Discipline

- a. The meeting is an opportunity for the employee to provide a response to the Disciplinary Notice of Intent including an opportunity to correct factual mistakes and to address the proportionality of potential discipline.
 - b. The employee may be represented at the meeting.
 - c. The employee can provide supporting evidence including witness statements, but witnesses are not allowed to be called.
 - d. An audio recording of the meeting shall be made and retained by the Agency until the employee's Grievance Appeal rights have been exhausted.
 - e. An employee may waive the meeting in writing.
 - f. A written decision shall be issued by the Agency within a reasonable period of time. For decisions imposing discipline, the employee shall be provided with a copy of HR Policy 3-500 Grievance Appeals.
 - g. For decisions imposing discipline, the notice of intent to discipline and the written decision shall be sent to HR for inclusion in the employee's official personnel file.
4. **Written Response:** an employee may choose not to file a grievance appeal and instead provide a written response to the discipline which is included in the employee's official personnel file. The response must be filed with the Administrator within seven calendar days of receipt of a written warning or Notice of Intent.
 5. The parties may waive or extend any of the time limits by written agreement.
 6. The Administrator may extend any of these time limits by up to 14 calendar days for good cause.

III. References

- A. Human Resources Policy:
 1. 1-200, General Definitions
 2. 3-300, Standards of Conduct
 3. 3-500, Grievance Appeals
 4. 6-100, Performance, Development, and Improvement Plans

APPROVED and ADOPTED this 16th day of July, 2024.

SALT LAKE COUNTY COUNCIL
 By Laurie Stringham
 Laurie Stringham, Chair

ATTEST:

Lannie Chapman
 Lannie Chapman, County Clerk

Reviewed and Advised as to
Legality and Form
 Salt Lake County
 District Attorney's Office
 Zachary Lancaster
Digitally signed by Zachary Lancaster
 Date: 2024.07.10 08:41:00 -0600

Voting:

- Council Member Alvord
- Council Member Bradley
- Council Member Bradshaw
- Council Member Granato
- Council Member Harrison
- Council Member Theodore
- Council Member Stewart
- Council Member Stringham
- Council Member Winder Newton

"Aye"
 "Aye"
 "Aye"
 "Aye"
 "Aye"
 "Aye"
 Absent
 "Aye"
 "Aye"