

ARTICLE 10

DISCIPLINE

A. Discipline:

1. Disciplinary action may include but is not limited to the following: oral reprimand, written reprimand, suspension (notice to be given in writing), discharge (notice to be given in writing). Nothing in this action however, shall prevent the Employer from appropriately disciplining an employee should circumstances warrant, up to and including discharge for just cause.
2. The Employer shall not discipline any employee without just cause. Disciplinary action may be imposed upon an employee only for failing to fulfill his/her responsibilities as an employee.
3. Any disciplinary action imposed upon an employee may be processed as a grievance.
4. Employees shall have the right to have union representation at all levels of disciplinary action.

5. If the employee wants his/her union informed of any disciplinary action, it shall be the responsibility of the employee to do so.
6. If the Employer has reason to discipline an employee, it shall be done in a manner that will not embarrass the employee before other employees or the public.

B. Suspension and/or Discharge:

1. The Employer may remove an employee from the work place prior to the imposition of discipline for reasons of conducting an investigation into alleged misconduct where the employee's presence at the work place after engaging in alleged misconduct has an adverse effect upon the work place. If an employee is removed from the work place under this provision such removal shall be with pay pending the outcome of the investigation. If the employee is subsequently suspended without pay or discharged after following the procedure set forth herein, the suspension without pay or discharge may relate back to the time of the initial removal from the work place under this provision.
2. The Union shall have the right to take up the suspension and/or discharge as a grievance at the Third Step of the Grievance Procedure, and the matter shall be handled in accordance with this procedure.

C. Records in Personnel Files:

1. Where disciplinary action has been taken, all records relative to such action shall become part of the employee's personnel file.
2. Records of disciplinary actions shall remain in the employee's personnel file for a period of two (2) years, unless, prior to the end of said two (2) year period, the employee is disciplined for a similar incident; in which case, the record of the first disciplinary action shall be maintained in the employee's file for an additional two (2) years, or a total of four (4) years. Record(s) of any similar incident which causes subsequent disciplinary action(s) to be imposed, shall remain in the employee's personnel file until the previous similar discipline is authorized to be removed from said file in accordance with Section C-3, below.
3. The County shall remove records of disciplinary actions every two (2) or four (4) years, as provided in paragraph 2 above. In no case shall a record of disciplinary action remain in an employee's file longer than four (4) years.