

RESOLUTION NO. 2019-03

A RESOLUTION OF THE VERNAL CITY COUNCIL AMENDING THE PERSONNEL POLICIES AND PROCEDURES, SECTION 12.05.065 - TYPES OF DISCIPLINARY ACTION.

WHEREAS, Vernal City has determined that the best interests and welfare of the public within their jurisdiction will best be served by approving this Resolution; and

NOW THEREFORE BE IT RESOLVED by the Vernal City Council as follows:

Section 1. Section 12.05.065 is hereby amended to read as follows

12.05.065 Types of disciplinary action.

A. Informal disciplinary procedures can include the following:

1. Oral warning. Whenever grounds for disciplinary action exist, and the department head determines that more severe action is not immediately necessary, the deficiency demonstrated may be orally communicated to the employee.

a. A memorandum of the date and content of the oral warning shall be written by the department head, or designee.

b. This memorandum shall be placed in a separate verbal warning folder in the personnel department and is not part of the employee's personnel file.

2. Written reprimand. The department head, or designee, may reprimand employees for employment performance related reasons.

a. The department head, or designee, shall furnish the employee with an employee written reprimand notification setting for the reasons.

b. A copy of the employee written reprimand notification, signed by the department head, or designee, and the employee, shall be sent to the personnel department and be placed in the employee's personnel file. If the employee refuses to sign the form, the department head, or designee, will so state.

B. Formal disciplinary procedures can include the following:

1. Placement on probation. The department head, or his designee, after approval of the City Manager, may place an employee on a disciplinary probation status for a time period not to exceed a six (6) month evaluation period.

2. Suspension. The department head, or designee, after consultation with the City Manager, and in accordance with the provisions of this Chapter pertaining to formal disciplinary procedures, may suspend employees with or without pay.

3. Demotion or reduction in pay in the same grade. If in the best interest of both the employee and the City, the department head, or designee, after consultation with the City Manager and in accordance with the provisions of this Chapter pertaining to formal disciplinary procedures, may demote or reduce in the same grade, employees for employment performance related reasons.

4. Transfer which may result in reduction in pay. If in the best interest of both the employee and the City, the department head, or designee, after consultation with the City Manager, and in accordance with the provisions of this Chapter pertaining to formal disciplinary procedures, may transfer employees, except a probationary employee, by

furnishing the employee with written employee transfer notification.

5. Termination. The department head, or designee, after consultation with the City Manager, and in accordance with the provisions of this Chapter pertaining to formal disciplinary procedures, may request to terminate an employee. Only the City Manager may approve the termination of an employee.

Severability. The provisions of this resolution shall be severable and if any provision thereof or the application of such provision under any circumstances is held invalid, it shall not effect any other provision of this resolution or the application in a different circumstance.

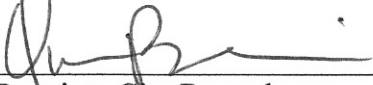
Effective date. This resolution shall become effective immediately upon adoption.

PASSED AND ADOPTED this 6th day of March, 2019



Mayor Doug Hammond

ATTEST:



Quinn Bennion, City Recorder

