

Disciplinary Action

Personnel

1400

1403

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1/1/82

1/23/06

1.0 PURPOSE:

To describe the procedures to be followed by the Personnel Division and other City departments when employees in the unclassified or classified service are subject to possible suspension, demotion, or dismissal.

2.0 ORGANIZATIONS AFFECTED:

This policy applies to all City of West Allis departments, boards, commissions, and City employees unless the disciplinary procedures for such individuals are specifically provided for in other City policies, ordinances, and/or statutory regulations.

3.0 POLICY:

It is the policy of the City of West Allis to follow a uniform set of procedures when a City employee is subject to possible suspension, demotion, or dismissal.

4.0 REFERENCES:

Section 2.76(7), City of West Allis Revised Municipal Code.
Rules and Regulations of the West Allis Civil Service Commission.

5.0 PROCEDURES:

5.1 Causes of Discipline, Suspension, Demotion, or Dismissal. Causes for discipline, suspension, demotion, or dismissal included, but are not limited to, the factors set forth in Rule X, Section 1, of the City of West Allis Civil Service Commission Rules and Regulations.

5.2 Suspension, Demotion, or Dismissal Procedure. The procedures set forth in Section 2.76(7)(a), (b), and (c) of the City of West Allis Revised Municipal Code shall be followed whenever a person possessing appointing power in the City believes that an employee in the unclassified or classified service, other than employees in the Executive Service, and sworn officers of the Police and Fire Departments, has acted in such a manner to have merited suspension, demotion, or dismissal.