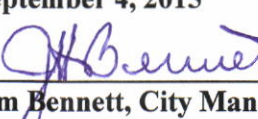


ADMINISTRATIVE POLICY: 2015 – 08
SUBJECT: Disciplinary Probation
DATE ISSUED: September 4, 2015
DATE EFFECTIVE: September 4, 2015
APPROVED: 

Jim Bennett, City Manager

SECTION ONE: PURPOSE

The purpose of this policy is to clarify the conditions under which the use of disciplinary probation is appropriate and to require that disciplinary probation shall be approved by the City Manager.

SECTION TWO: SCOPE

This policy applies to all City of Lewiston employees, interns and volunteers. Questions relating to this policy may be directed to the City Attorney or Human Resources.

SECTION THREE: EXCLUSIONS

This policy does not apply to elected officials.

SECTION FOUR: GENERAL PROVISIONS

The use of disciplinary probation as a disciplinary action is established in Section 1203 of the City of Lewiston Personnel Policy. The purpose of disciplinary probation is to provide a final opportunity for an employee to correct performance issues and/or unacceptable behavior prior to consideration of disciplinary demotion or termination. In essence, it is a “last chance” for an employee after other disciplinary actions such as records of discussion, official reprimands and suspensions have proven to be unsuccessful in effecting the necessary changes in an employee’s performance and/or behavior. With this in mind, it is appropriate that this “last chance” option may only be taken by the City Manager.

Accordingly, Section 1304 of the Lewiston Personnel Policy is amended to read: “Disciplinary probation, disciplinary demotion and termination are actions that can only be taken by the City Manager upon the recommendation of the responsible Department Manager.”