

**A. PERFORMANCE MANAGEMENT:**

To maintain an orderly, safe and efficient work environment, Teller County on occasion might have to respond to and correct inappropriate employee behavior or conduct. Elected Officials/Department Heads and supervisory staff are encouraged to use the progressive disciplinary process when an employee's job performance and/or behavior require corrective action.

The following section describes the procedures that should be followed by both Teller County and its employees regarding formal disciplinary action. The following section does not apply to informal conduct or performance corrections such as verbal counseling.

1. Notice. Before taking any formal disciplinary action against an employee the employee's supervisor shall first deliver to the employee written notice that the supervisor is considering taking disciplinary action against the employee. The notice shall also state a date and time for a pre-disciplinary conference between the employee and the supervisor. The notice shall also contain a description of the employee's conduct, act, or omission to be addressed at the pre-disciplinary conference.

2. Pre-disciplinary Conference. At the conference the employee shall have an opportunity to respond to the notice. The supervisor shall discuss with the employee the employee's conduct, act, or omission in question.

3. Notice of Action. Within three (3) business days following the conference, the supervisor shall deliver to the employee a written statement of the action, if any, taken by the supervisor.

The formal disciplinary actions available to the supervisor shall include but are not limited to:

A. Formal written reprimand with a copy placed in the employee's personnel file. This may be combined with a corrective action plan.

B. A performance improvement plan or a corrective action plan.

C. Suspension with or without pay for up to ten (10) business days. This may be combined with a corrective action plan.

D. Termination of employment.

**B. APPEAL PROCEDURE:**

An employee may file an appeal of formal disciplinary action pursuant to the following procedures. The filing of an appeal shall not delay the disciplinary action.

1. The following formal disciplinary actions may be appealed:

- A. Written Reprimand;
- B. Performance improvement plan or corrective action plan;
- C. Suspension with or without pay for up to ten business days.
- D. Termination of employment.

2. The following actions may not be appealed:

- A. A County policy that was adopted by the Board of County Commissioners and Elected Officials.
- B. Performance appraisals.
- C. Verbal counseling.
- D. Any formal disciplinary action taken by an Elected Official, as these decisions are final.

3. Filing an Appeal. An employee shall deliver a written statement of the appeal within ten (10) calendar days of the date of notice of action. The written appeal shall describe the formal disciplinary action being appealed and shall also state what relief or action the employee requests.

A. If the formal disciplinary action was taken by the employee's supervisor, then the appeal shall be filed with the Elected Official/Department Head.

B. If the formal disciplinary action was taken by the employee's Department Head, who is not an Elected Official, the appeal shall be filed with the County Administrator.

C. If the formal disciplinary action was taken by the County Administrator against a Department Head, the appeal shall be filed with the Board of County Commissioners.

4. Review of Appeal. The individual to whom the appeal is delivered, shall review the appeal and deliver to the employee a written decision within ten (10) calendar days following receipt of the appeal. The Elected Official/Department Head, the County Administrator or the Board of County Commissioners, may, at his/her discretion, confer with the employee and the supervisor separately and/or together. The Elected Official/Department Head or County Administrator may rescind, reduce, or affirm the formal disciplinary action, or if the Elected Official/Department Head or County Administrator believes more information is required, he/she may return the matter to the supervisor with directions for additional investigation or information.

5. Decision on appeal is final. The decision by the Elected Official/Department Head, the County Administrator or the Board of County Commissioners shall be final.