

## CITY of AUSTIN Administrative Bulletin

Title **Departmental Personnel Action and Employee Relations Protocols**

Administrative Bulletin Number 95-01

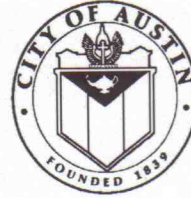
Effective Date 5/15/1995

Revised \_\_\_ Annually **xx** As Needed

Prepared by Human Resources Department

Original Date 05/15/1995 Revised 07/7/2011

Manager's Approval



### PURPOSE

To support the effective administration of Employee Relations activities and Grievance process administration by clarifying expectations for departmental documentation of personnel actions in order to ensure a thorough review of the action prior to considerations by the City Manager. In addition, the purpose includes creating a centralized location in the Human Resources Department for documented personnel actions related to performance and discipline. This bulletin does not apply to Civil Service employees.

### POLICY

- Department Directors, in conjunction with Department Human Resources, are responsible for ensuring that the following procedures occur:
  - Supervisors are communicating with employees on a regular basis, utilizing the Success Strategy Planning form;
  - Employee performance evaluations are conducted on a regular basis; and,
  - Actions taken in order to correct employee's performance or conduct related matters are documented.
- Department Human Resources Managers or their representatives are required to review potentially "Grievable" personnel actions involving Disciplinary Probation, Demotion, Suspension or Termination with Corporate HRD Employee Relations Division prior to administering discipline to the employee.
- In the case of a termination of employment, Department Directors, or their representatives are expected to hold a pre-termination meeting to allow regular employees the opportunity to respond to the proposed action. It is recognized that there may be certain circumstances which may necessitate immediate termination. This bulletin does not prohibit Department Directors from taking immediate action when unique circumstances or the nature of the offense warrants such action.
- Department Directors, in conjunction with Department Human Resources, will involve the consultation of HRD Employee Relations to ensure that all involuntary termination recommendations include appropriate justification, rationale, documentation and/or relevant evidence that supports the personnel action.
- Department Directors will maintain responsibility for decisions regarding terminations. This responsibility will not be delegated unless in the absence of the department director it is necessary to appoint a designee.

*Exception:* The Department Director maintains the responsibility for decisions except in those cases pertaining to employees of the Municipal Court. The Clerk of the Court delegates all disciplinary authority to a Deputy Director in that the Clerk of the Court is the final appellate authority on all personnel matters for the non-judicial personnel of the Court.

## REVIEW OF DEPARTMENT DOCUMENTATION REGARDING PERSONNEL ACTIONS

- Each department will notify Corporate HRD of all pending personnel actions regarding demotion, suspension, disciplinary probation and termination of employment of regular employees. Departments will make available all relevant documentation to support the proposed action to be taken. HRD will collaborate with the department regarding the proposed personnel actions providing feedback within two business days.
- Supporting documentation for a comprehensive review may include:
  - A statement of facts associated with the personnel action
  - Documentation of the employee's failure to meet the established and/or behavioral expectations
  - A chronological summary of the employee's work and corrective action history with the department
  - Copy of recent SSPR evaluation;
  - Any leave, grievance or other relevant documentation.
- The HRD review process may include an evaluation of the supporting information. As needed, additional information will be included in the review.
- Questions or concerns regarding the review process should be directed to the Employee Relations Manager or the Director of Human Resources or their designee.

## HUMAN RESOURCES INVESTIGATION NOTIFICATION REQUIREMENTS

Corporate HRD must be notified of allegations involving discrimination, harassment or sexual harassment, drugs, alcohol, theft or violence at the onset of the investigation.

- Upon notification, HRD will discuss with the department the facts and circumstances surrounding the allegations and in concert with the department identify the appropriate course of action.
- Corporate HRD will notify the Department Director and Department HR at the onset of any investigation being conducted by HRD in that department.
- All investigations conducted by Department HR or HRD will be recorded in the Corporate HRD Investigation Database by the lead investigating department.

## DEFINITIONS

None.

## ROLES AND RESPONSIBILITIES

As outlined in the Policy statements, above.

## CORRESPONDING PROCEDURES AND POLICIES

City of Austin Personnel Policies

City of Austin Grievance Procedures

## FORMS

- Employee Success Strategy Planning Review (SSPR)