

*An Administrative Order amending Administrative Order #32:*

Pursuant to Administrative Order, the City Administrator has granted to all department heads the authority to suspend an employee without pay for a period not exceeding **40** 8 hours or one shift. Any discipline in excess of **40** 8 hours or one shift must first be presented as a recommendation to the Administrator for review prior to imposing said discipline on the employee.

In any discipline case where the seriousness of the infraction may warrant an extended suspension or termination, employees must be granted a due process hearing. This hearing affords an employee the opportunity to present any information believed pertinent to the situation prior to disciplinary action being taken. (Refer to **Administrative Order No. 16**)

Disciplinary actions involving a written warning, suspension **and** or terminations shall be coordinated and reviewed by ~~the Personnel Department~~ Human Resources prior to issuance.

Dated this 4<sup>th</sup> day of November, 2002

  
DENNIS M. TAYLOR  
CITY ADMINISTRATOR

## Herold, Marita

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**From:** Herold, Marita  
**Sent:** Monday, November 04, 2002 12:09 PM  
**To:** .Exec Leadership Team  
**Cc:** Harden, Rick  
**Subject:** Newest Administrative Order

A new Administrative Order has been signed by Dennis today -- #65 regarding Dept. Head authority on employee suspensions.

Attached for your information is a copy of the new A/O and an updated copy of the Index to all A/Os.



DMIN Order INDEX.do



ADMINISTRATIVE  
ORDER NO 65.doc...

*Marita Herold*

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ADMINISTRATIVE ORDER NO. 65

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Dated this 4th day of November, 2002

-ss.- DENNIS M. TAYLOR  
CITY ADMINISTRATOR