

Repealed By 12/4/87

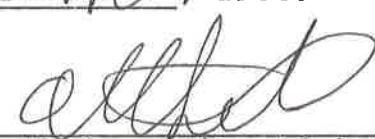
ADMINISTRATIVE ORDER NO. 8

Repealed By 16

Pursuant to Administrative Order, the following procedure is hereby established to be used in personnel disciplinary cases when the seriousness of the infraction warrants possible discharge. The purpose of this procedure is to afford all employees the opportunity to present any information believed pertinent to the situation before disciplinary measures are decided on.

- a) the employee will be informed in writing of the charges against him, of the possible disciplinary actions that may be taken, and of the time, date and place at which the employee will be given an opportunity to respond to the charges.
- b) at the specified time, date and place, the employee will be allowed to respond to the charges and to present all information that the employee believes to be pertinent.
- c) following the opportunity for response by the employee, the employer will determine appropriate disciplinary action to be taken and will promptly inform the employee, in writing, of that determination.

Dated this 15 day of December, 1984.



Al Thelen, City Administrator