


Subject: <b>Positive Corrective Action Program</b> (formerly Superior Performance Program)	Departmental Policy No. 1-24	
	Effective: Upon Approval	
<p><b>I. PURPOSE</b></p> <p>To provide employees the policy and procedures applicable to positive corrective actions.</p> <p><b>II. SCOPE</b></p> <p>This policy applies to all Department of Public Works and Engineering personnel and supersedes any other former Departmental policy, procedure or directive, specifically to include the Superior Performance Program, Policy 1-24, approved 4/5/13.</p> <p><b>III. POLICY</b></p> <p>In compliance with <b>Administrative Procedure 3-7, Positive Corrective Action Program</b>, approved 3/11/15, the Department of Public Works and Engineering (PWE) will follow and comply with all guidelines and procedures as outlined and approved by the Mayor.</p> <p>As allowed by AP 3-7, PWE will utilize the Seriousness Level Chart (Attachment A) which was approved by the Civil Service Commission on June 19, 2015.</p> <p><b>IV. COMPLIANCE</b></p> <p>Adherence to the above is mandatory. Any employee who violates this policy may be subject to disciplinary action.</p>		
Approved: 	Date Approved: 7-7-15	Page 1 of 1

# Seriousness Level Chart

These guidelines are not intended to be all-inclusive or comprehensive. The examples presented convey the concept of corrective action based on the severity of any given infraction/violation and should be used as a guideline.

Departments are expected to exercise good judgment in ensuring corrective action is taken fairly and consistently.

Category	Level I	Level II	DML/Indefinite Suspension (IS)
	<p>For incidents which:</p> <ul style="list-style-type: none"> <li>Pose a low risk to safety, health, environment, security or well-being of employee or others</li> <li>Pose minimal threat to the operation of business</li> <li>Pose no issue of honesty or trust</li> </ul> <p>In most cases, the appropriate corrective action for an employee with no prior corrective action, described in this section, could be an informal discussion, performance improvement discussion, or a Positive Corrective Action Level I, depending on the specific circumstances.</p>	<p>For incidents which:</p> <ul style="list-style-type: none"> <li>Pose a moderate risk to safety, health, environment, security or well-being of employee or others</li> <li>Involves risks to the ongoing operation of the business</li> <li>May pose issues of honesty or trust</li> </ul> <p>In most cases, the appropriate corrective action for an employee with no prior corrective action, described in this section, could be a Positive Corrective Action Level II, depending on the specific circumstances.</p>	<p>For incidents which:</p> <ul style="list-style-type: none"> <li>Pose a high risk to safety, health, environment, security or well-being of employee or others</li> <li>Seriously threatens the ability of the organization to fulfill its mission</li> <li>Involves an issue of honesty or trust</li> </ul> <p>Regardless of an employee's prior corrective action, the incidents in this section would typically be handled with a DML or recommendation for an indefinite suspension.</p>
<b>Attendance</b>	<p>Excessive tardiness/absenteeism</p> <p>Failure to timely provide healthcare statement following 64 hours of sick leave usage in a benefit year</p> <p>Failure to notify supervisor of tardiness or absence in accordance with department guidelines</p>		

revised by PWE and approved by the Civil Service Commission on 6/19/2015

# Seriousness Level Chart

Category	Level I	Level II	DML/Indefinite Suspension (IS)
<b>Behavior</b>	<p>Discourteous language or profanity</p> <p>Minor horseplay not resulting in injury</p> <p>Misuse of City property</p> <p>Unauthorized overtime or compensatory time</p> <p>Absence from assigned work location</p> <p>Unauthorized rescheduling of work hours</p> <p>Unauthorized absence from work</p>	<p>Abusive language, profanity or offensive gestures</p> <p>Failure to comply with or follow established policies/procedures</p> <p>Disrespect or threats towards fellow employees or citizens</p> <p>Unauthorized use or removal of city property or equipment</p> <p>Tampering with government documents</p> <p>Insubordination (non-flagrant)</p> <p>"Riding" the clock</p> <p>Negligent handling of confidential information</p> <p>Scuffling, shoving or pushing</p> <p>Sleeping on the job</p> <p>Unauthorized passenger in a City vehicle</p> <p>Using a City vehicle for non-City business</p>	<p>Altering, falsifying or destroying government documents (IS)</p> <p>Assault/fighting (IS)</p> <p>Creating a hostile working environment</p> <p>Use of racial, ethnic, gender or sexual slurs, jokes or epithets</p> <p>Unauthorized release or use of confidential information</p> <p>Discrimination/Harassment based on a protected characteristic</p> <p>Flagrant insubordination (IS)</p> <p>Immoral or indecent conduct on duty or on City premises</p> <p>Possession of weapons, ammunition, explosives, drugs, or alcohol on City premises (IS)</p> <p>Retaliation for reporting a violation of law or discrimination</p> <p>Sexual harassment</p> <p>Theft or destruction of City or employee property</p> <p>Altering, concealing or falsifying vehicle markings or identification badges</p> <p>Workplace violence</p> <p>Obtaining employee compensation or benefits under false pretense/documentation</p> <p>Sexual orientation harassment</p>

revised by PWE and approved by the Civil Service Commission on 6/19/2015

# Seriousness Level Chart

Category	Level I	Level II	DML/Indefinite Suspension (IS)
<b>Performance</b>	Failure to cooperate or follow directives	Continued sub-standard work performance	Two consecutive employee performance evaluations with an overall rating of 2.99 or below
	<p>Unsatisfactory work performance</p> <p>Failure to attend required or mandatory training</p> <p>Failure to adhere to the City's employee performance evaluation policy</p>	<p>Carelessness resulting in financial loss to the City</p> <p>Dereliction of duty that does not endanger public health and/or safety</p>	<p>Dereliction of duty that does endanger public health and/or safety (IS)</p>
<b>Safety Practices</b>	<p>Failure to complete an accident report or report a safety incident or "near miss"</p> <p>Minor safety violation(s) with no injuries such as failure to:</p> <ul style="list-style-type: none"> <li>* Wear personal protective equipment</li> <li>* Perform daily operator checks</li> <li>* Report on-the-job injury</li> <li>* Caused a vehicle accident</li> </ul>	<p>Failure to properly use restraints for driver, passenger, load or cargo</p> <p>Moving violation(s) or negligence resulting in property damage or injury</p>	<p>Driving on city business while disqualified from driving</p> <p>Use of city equipment or vehicle for personal gain (IS)</p> <p>Carelessness resulting in major injury or damage to city or employee property</p>
			<p>Violation of Code of Ordinances, specifically specifically 15 of Division 15 in Chapter*</p>

\*Local, state, or federal law may supersede the Code of Ordinances

revised by PWE and approved by the Civil Service Commission on 6/19/2015