Title: Corrective Action Administration Policy

I. Purpose and Scope

The Town of Orange Park will establish an equitable and consistent discipline administration program for all which focuses on job performance, communication of expected performance, and corrective action when appropriate.

II. Definitions

A. Corrective Action: refers to supervisory action taken to address an employee’s work-related performance or behavior.

B. Employees: refers to all employees of the Town of Orange Park with the exception of the Town Manager, the Town Clerk, Department Heads and any other management or at will employees designated by The Town Manager in writing.

III. Directives

A. The Town adheres to the concept of Progressive Corrective Action. Progressive Corrective Action is the process of using increasingly severe steps or measures to address employee performance or behavior issues. The underlying principle of sound progressive actions is to use the least severe action necessary to correct the undesirable performance or behavior. If the performance/behavior does not improve after being provided reasonable opportunity, management may then progress to the next/higher level of corrective action.

1. The levels of progressive corrective action shall consist of verbal counseling, written warning, probation, and formal discipline. Formal discipline includes suspension, involuntary demotion, and termination.

2. Progressive corrective action stresses coaching, counseling, and problem solving, but preserves the right of management to determine the appropriate level of corrective action for the violation or to immediately suspend, demote or discharge an employee for what may be deemed serious misconduct. The Town will assess each situation on its individual facts and circumstances and may not apply progressive discipline, in its discretion, depending on the facts of each particular case.

B. An employee failing to live up to his/her responsibility to the Town, whether willful or not, based on work-related conduct action or inaction, or reflecting willful disregard for the Town’s interest or any conduct which fall short of what the Town expects and requires of its employees, may lead to corrective action, up to and including termination of employment.

C. In the event of a possible incident of serious misconduct that would potentially lead to termination, an employee may be placed on Corrective Action Administrative Leave with pay during the investigation period.
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In addition, immediate suspension may be imposed to remove an employee from the workplace when current retention of the employee is not in the best interest of the Town.

D. Responsibilities: The goal of Corrective Action is to correct improper behavior so as to allow optimum working conditions for all employees, maximizing productivity and promoting efficient and effective delivery of government services. To accomplish this goal, the Corrective Action process requires both employees and management to fulfill the following duties and expectations:

1. All Town employees are responsible to ensure the following:
   
a. They adhere to the policies, procedures and expected standards of performance and behavior established for their position and work unit.

b. Clarification is requested if an employee does not clearly and completely understand the policies, procedures and expected standards of job performance and behavior.

c. Any difficulties encountered in following established policies, procedures, or standards are communicated to management in a timely manner.

d. Examples of offenses that may lead to corrective action include, but are not limited to, those listed in the Code of Conduct section of the Employee Handbook.

IV. Reservation of Authority

A. The authority to issue or revise this policy is reserved to the Town Council of Orange Park.

[Signature]
Mayor of the Town of Orange Park