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| UNIFIED FIRE AUTHORITY BOARD POLICY MANUAL | |
| Chapter 3 <i>UFA Personnel Policies</i> | Section 16 <i>Investigations and Discipline</i> |

Relevant Information: UFA employs a policy of progressive discipline in which it attempts to provide employees with notice of deficiencies and an opportunity to improve. The level of discipline applied is based on the severity or frequency of the conduct at issue, and the employee’s disciplinary history. In most situations, and depending on the seriousness of the issue, UFA takes the approach of coaching, mentoring, training, and counseling the employee to correct the behavior or deficiency as part of progressive discipline. The purpose of discipline is to correct identified job performance, conduct, and attendance problems and to do so in as timely a manner as the process will allow. When appropriate, disciplinary actions are progressive in nature and consistent with the seriousness of the infraction. The ultimate goal of this policy and its procedures is to help employees to be better contributing members of the organization.

Policy Statement: It is the policy of the Board that the Fire Chief will establish an administrative policy providing for the review and correction of job performance issues and the efficient and impartial investigation of potential employee misconduct. Such policies will provide for due process and progressive discipline consistent with the goals of this policy but will not limit the ability of administration to impose discipline, up to and including termination, as justified by the circumstances without any prior progressive disciplinary action. The Board will conduct any investigation of or impose discipline on employees hired and reporting directly to the Board such as Chief Legal Officer and Fire Chief.