

COUNTY OF RIVERSIDE, CALIFORNIA
BOARD OF SUPERVISORS POLICY

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Objective:

When employees become supervisors and managers they acquire the responsibility for managing employees under their supervision. Implementing disciplinary action is an integral part of this management function. As disciplinary action is sometimes necessary and county-wide consistency is of the utmost importance, it is the intent of this policy to improve the effectiveness of the disciplinary process by ensuring that all agency/department heads, managers, and supervisors receive the necessary training and support to implement appropriate disciplinary action when it is warranted.

The purposes of this policy include the following:

1. Ensure that agency/department heads, managers, and supervisors are held accountable to manage poor employee performance by using the disciplinary process when disciplinary action is warranted. Performance evaluations of managers and supervisors will be based in part on compliance with this policy. Failure to comply may result in disciplinary action.
2. Ensure a consistent application of the disciplinary process by:
 - a. Maintaining a uniform training program and manual administered by the Human Resources Department.
 - b. Requiring all agency/department heads, managers, and supervisors to attend the Disciplinary Process training program.
 - c. Requiring all agencies/departments to consult with Human Resources when any form of disciplinary action may be necessary and to impose final discipline identified by Human Resources for all employees including permanent, temporary, per diem, TAP and probationary in accordance with paragraphs 3 and 4 below.
 - d. Providing sufficient support to agencies/departments to administer disciplinary actions in a timely and effective manner.

Policy:

1. Agency/department heads, managers, and supervisors shall attend a disciplinary process training program administered by Human Resources prior to or within 90 days of appointment.

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2. Effective immediately, agency/department heads, managers, and supervisors shall notify and consult with Human Resources whenever an event occurs that may warrant any form of disciplinary action.
3. Human Resources will investigate and make a determination as to the level of discipline if any.
4. Human Resources will also make determinations concerning investigative or administrative leave, fitness for duty evaluations, interviews, settlement and last chance agreements, and other issues that arise concerning the disciplinary investigation, disciplinary action and/or disciplinary appeal process.
5. Investigative interviews for employees not covered by the Peace Officer's Bill of Rights are not to be taped either by audio or video or transcribed without direct authorization by the Human Resources Director or designee.
6. In instances involving the use of alcohol, drugs, threats, violence, sexual harassment and/or other forms of discrimination in the workplace, final discipline shall be imposed as identified by Human Resources. In cases involving drugs and alcohol Human Resources may consult with the Employee Assistance Program concerning treatment and rehabilitation possibilities prior to making the final determination. The determination will address both discipline and rehabilitation concerns.
7. For disciplinary matters other than those identified in items 4 and 6 above, agency/department managers and supervisors shall consult with Human Resources and impose final discipline within reasonable parameters identified by Human Resources.
8. The Sheriff's Department is exempt from this policy except that under no circumstances may the Sheriff's disciplinary policies be less strict than the county's general disciplinary policies.
9. No individual agency/department policy shall be promulgated to supersede, interpret or administer this policy other than operational rules developed by Human Resources.

Reference:

Minute Order 3.5 of 12/17/96
Minute Order 3.23 of 02/04/97
Minute Order 3.40 of 01/25/00
Minute Order 3.3 of 04/10/07