

DISCIPLINARY ACTION**1.7.1****A. POLICY ON DISCIPLINE**

No employee who holds a regular appointment shall be disciplined without cause. Probationary employees are subject to termination without cause. For purpose of this Article, disciplinary action shall be defined to include one or more of the following: oral warning, written reprimands, suspensions, demotions, reductions in pay and discharge. Oral and written reprimands may be initiated at supervisor/division manager level. Disciplinary action more serious than a written reprimand must be initiated at the department head level. Any Skelly-level discipline must have Human Resources approval.