

L. DISCIPLINE, CORRECTIVE ACTIONS, AND RESIGNATIONS

AUTHORITY TO DISCIPLINE

The Executive Director has the sole authority to discipline an employee of the Commission.

DISCIPLINE DEFINED

Discipline includes only: suspension without pay, reduction in pay, involuntary demotion and dismissal.

SUSPENSION WITHOUT PAY

A suspension without pay cannot exceed 176 work hours.

REDUCTION IN PAY

A reduction in pay cannot reduce an employee's pay below minimum wage or below the minimum pay within the GLPC Pay Scale for said employee's job position. This means that the Executive Director needs to ensure that the reduction in pay they are imposing does not reduce the employee's overall rate of pay below the minimum of the range of pay for that period.

SUSPENSION PENDING CRIMINAL PROCEEDINGS

The Executive Director may suspend a permanent employee, without pay, pending criminal proceedings when an indictment or bill of information has been filed against the employee for conduct that, if proved, would be cause for dismissal and the Executive Director cannot obtain sufficient information to justify terminating the employee.

The suspension documentation should explain why the conduct would be cause for dismissal, why the employee cannot be allowed to work in any capacity, and why sufficient information to justify termination cannot be obtained. The documentation should also include that an indictment or bill of information has been filed.

NOTICE OF PROPOSED ACTION; EMPLOYEE'S OPPORTUNITY TO RESPOND

When the Executive Director proposes to discipline or remove a permanent employee, the employee must be given oral or written notice of the proposed action, the factual basis for and a description of the evidence supporting the proposed action, and a reasonable opportunity to respond.

SUSPENSION PENDING INVESTIGATION

The Executive Director may orally suspend a permanent employee who is suspected of conduct that, if confirmed, would warrant discipline or removal and the employee's continued presence at work during the investigation and subsequent administrative proceedings would be contrary to the best interests of the Commission. The employee must be told that he is being suspended with pay and the general nature of the conduct being investigated.

A suspension pending investigation must be with pay and cannot exceed 260 work hours. Enforced compensatory or enforced annual leave cannot be used for this 260-hour period.

A suspension pending investigation is not discipline.

RESIGNATIONS

An employee's oral or written resignation becomes effective on the date and time specified by the employee. An oral resignation must be documented by the person receiving it.

An employee may not withdraw or modify the resignation after the Executive Director or immediate supervisor accepts it, unless the Executive Director agrees. When, after receiving notice that dismissal has been proposed, an employee resigns to avoid dismissal, the resignation must be reported as such.