# Dismissal Policy

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## 1.0 POLICY

Employees may be dismissed for any incident of unacceptable personal conduct or unacceptable job performance. Any determination by the Department Director concerning dismissal shall be discussed with the County Manager or Human Resources Director and made in accordance with Policy Number H-1.

## 2.0 DEFINITIONS

None.

## 3.0 PROCEDURE / RULE

**3.1** The supervisor recommending dismissal shall discuss the recommendation with the Department Director. The Department Director shall conduct a conference with the employee, and shall decide if dismissal is warranted.

**3.2** Advance written notice of the conference must be given to the employee listing the time, date, location and the issue for which dismissal has been recommended. The amount of advance notice shall be as much time as is practical under the circumstances.

**3.3** The purpose of the conference is to review the recommendations for dismissal with the affected employee and to listen to and consider any information put forth by the employee, in order to ensure that a dismissal decision is sound. A representative of the Human Resources Department may attend at the request of the Department Director. Security personnel may be present when there is a need for security. No attorneys representing either side may be present.

**3.4** In the conference, the Department Director shall give the employee oral or written notice of the recommendation of dismissal including specific reasons for the proposed dismissal and a summary of the information supporting that recommendation. The employee shall have the opportunity to respond to the proposed dismissal action and to offer information in support of the employee's position.

**3.5** Following the conference, the Department Director shall review the response of the employee and reach a decision on the proposed recommendation. If the Department Director's decision is to dismiss the employee, a written letter of dismissal containing the specific reasons for dismissal, the effective date of the dismissal and the employee's appeal rights through the Grievance Procedure shall be issued to the employee in person or by certified mail. The decision will be communicated to the employee within a reasonable time of the conference, but no later than five (5) business days of the conference. The Human Resources Director will be provided with written notice prior to such action. An employee who has been dismissed may file an appeal in accordance with Policy H-2 of this personnel policy.

## 4.0 APPENDIX / APPENDICES

None.