



Discipline: FEA & FGMA

Educational Memorandum (Record of Counseling) – A short informational memo describing the situation or behavior and what needs to be addressed and/or changed. Refer to any City of Fairfield Administrative Policies that were violated. This should be signed and dated by the employee. It is to be filed in the Department File. A copy will be given to the employee.

Serious Disciplinary Actions – (1) suspensions; (2) demotions; (3) reductions in pay; and (4) terminations. [City of Fairfield Administrative Policy: Chapter 200: Section 28: F] Serious Disciplinary Actions do not include counseling, instruction, or informal verbal admonishment by, or other routine or unplanned contact with a supervisor.

Educational Memorandums, Investigations, Written Reprimands and Performance Improvement Plans – Educational Memorandums, Investigations, Written Reprimands and Performance Improvement Plans and follow-up discipline if applicable for FEA and FMGA employees assigned to Fire will be coordinated through HR.

Appeal of a Letter of Reprimand

FEA MOU Section 16, Discipline Procedure: Article A

FGMA MOU Section 15, Discipline Procedure: Article A: Written Reprimands are not appealable

Appeal of Suspensions, Demotions and Terminations

FEA MOU Section 16, Discipline Procedure: Article B

FGMA MOU Section 15, Discipline Procedure: Articles A & B

Response to Adverse Comments – Educational and Written Memorandums

FEA MOU Section 16, Discipline Procedure: Article A

This includes Educational Memorandums and Written Reprimands. An employee who receives a written reprimand will have the option to submit a response to the Human Resources Department (and the Department Head) within 30 calendar days of receiving the written reprimand. The employee's response will be placed in his or her official Personnel File.

FGMA Not Applicable