

PROGRESSIVE SCHEDULE FOR DISCIPLINARY ACTION

Category A	1 st Step	2 nd Step	3 rd Step	4 th Step	5 th Step	6 th Step
Minor Infractions	Notice of Performance Deficiency (Form 28)	Counseling Statement (Form 30A)	Letter of Reprimand (Form 30B)	Suspension Up to 5 Days	Suspension 6 to 29 Days	Suspension 30 + Days, Demotion Termination
Category B	1 st Step	2 nd Step	3 rd Step	4 th Step	5 th Step	
Major Infractions	Letter of Reprimand (Form 30B)	Suspension Up to 5 Days	Suspension 6 to 15 Days	Suspension 16 to 29 Days	+30 day Suspension, and/or Demotion, or Termination	
Category C	1 st Step	Category B and C: Major and/or Serious Violations Other Than Unsatisfactory Work Performance, Work Practices or Work Habits not considered as Minor, MAY BEGIN AT ANY STEP DEPENDING ON NATURE AND SERIOUSNESS OF INFRACTIONS				
Intolerable	Termination					

Category A - Supervisors shall continue to move forward through the steps of the progressive discipline process, as provided in the Progressive Discipline Chart, so long as each subsequent infraction occurs within a 12-month period of the original infraction. See page 60 of the City Employee Handbook for further information

Category B - May begin at any step on the progressive discipline chart but the appropriate procedures as specified in the City Employee Handbook shall be followed for implementation of any disciplinary action.

Category C - There is no roll off period for these violations

Suspensions of more than seven (7) days are calendar days