

LAMPASAS COUNTY PERSONNEL POLICIES

SECTION 12. RESOLUTION OF DISPUTES, DISCIPLINE, SEPARATION AND TERMINATION

12.1 DISCIPLINE

EMPLOYEES SERVE "AT WILL" AND, CAN BE DISMISSED AT ANY TIME, WITH OR WITHOUT NOTICE FOR ANY REASON OR REASONS. THE COUNTY COMPLIES WITH REQUIREMENTS OF STATE AND FEDERAL EMPLOYMENT LAWS.

EACH SUPERVISOR/DEPARTMENT HEAD SHALL HAVE THE AUTHORITY TO ADMINISTER DISCIPLINE TO EMPLOYEES IN HIS/HER DEPARTMENT FOR POOR PERFORMANCE, VIOLATION OF POLICIES, DISRUPTIVE BEHAVIOR, OR ANY OTHER BEHAVIOR OR ACTIVITY WHICH IS NOT ACCEPTABLE AS IT RELATES TO THE EMPLOYEE OR THE BEST INTEREST OF THE DEPARTMENT OR COUNTY.

TYPES OF DISCIPLINE

DISCIPLINARY ACTION MAY BE TAKEN AGAINST AN EMPLOYEE AT ANY TIME. DEPENDING ON THE SEVERITY OF THE SITUATION, DISCIPLINE MAY RANGE FROM INFORMAL COUNSEL UP TO AN INCLUDING IMMEDIATE TERMINATION.

PROGRESSIVE DISCIPLINE MAY BE USED. THE STEPS OF PROGRESSIVE DISCIPLINE MAY OR MAY NOT OCCUR IN THE ORDER AS FOLLOWS AND IS NOT LIMITED TO ANY OR ALL OF THE FOLLOWING STEPS. THE DISCIPLINARY CIRCUMSTANCES AND SEVERITY ARE CONSIDERATIONS IN THE APPLICATION OF THESE STEPS. THE PROGRESSION OF DISCIPLINARY MEASURES IS A GENERAL GUIDELINE ONLY. EACH WARNING AND MEETING WILL BE DOCUMENTED BY THE SUPERVISOR/DEPARTMENT HEAD WITH A COPY FORWARDED TO THE EMPLOYEE'S PERSONNEL FILE AND TO THE EMPLOYEE.

VERBAL WARNINGS
WRITTEN REPRIMANDS
SUSPENSION
DISMISSAL

ALL COUNTY EMPLOYEES ARE "AT-WILL" EMPLOYEES AND NOTHING IN THIS POLICY GIVES AN EMPLOYEE ANY CONTRACT OF EMPLOYMENT, GUARANTEE OF ANY DURATION OF EMPLOYMENT, OR ANY OTHER PROPERTY INTEREST IN HIS/HER JOB.

Revised 8-13-18