

AN ORDINANCE OF THE COUNCIL OF THE )  
MUNICIPALITY OF MONROEVILLE ADOPTING )  
DISCIPLINARY PROCEDURES FOR ) ORDINANCE NO. 1631  
CAREER SERVICE EMPLOYEES )

AND NOW, THIS 13TH DAY OF SEPTEMBER, 1988, Municipal Council of the Municipality of Monroeville hereby ORDAINS and ENACTS to adopt a Disciplinary Procedure for Municipal Career Service Employees as follows:

Section 1 The Disciplinary Policy of the Municipality defines fair and progressive action in order to effectively correct substandard behavior. Consequently, any disciplinary action will be coupled with a counseling session to explain the behavioral or performance standard expected.

Section 2 Progressive Discipline: If the substandard behavior is nor inordinately serious or is not covered by an accepted code of discipline, the progression of discipline will be as follows:

- (a) Oral reprimand (with a note to the personnel file)
- (b) Written letter of reprimand
- (c) One day suspension from work without pay
- (d) Three days suspension from work without pay
- (e) Termination

If the substandard behavior is not displayed for one year, the progression through the steps will start over again. However a continuing pattern of substandard behavior can result in further disciplinary action.

Section 3 Disciplinary action is viewed by the Municipality as a learning situation rather than as punishment. It is designed to encourage exemplary levels of performance. If an employee fails to meet performance or behavioral expectations, the system is designed to eliminate uncorrectable employees.

Section 4 Appealing Disciplinary Action: Employees have the opportunity to appeal disciplinary action via the various grievance procedures outlined in applicable collective bargaining agreement or per the Home Rule Charter.

All non-career service employees designated as Heads of Administrative Units shall have the following appeal rights:

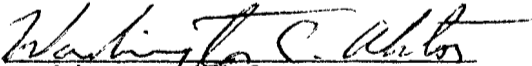
- (a) Subsequent to disciplinary action by the Municipal Manager, an administrative head shall have the right to appeal the Manager's decision to a board comprised of the Mayor and seven (7) members of Council.
- (b) These procedures will be deemed legal and/or personnel matters in accordance with the Sunshine Act (Act No. 213 of 1957 as amended).

Ordinance 1631

Page two

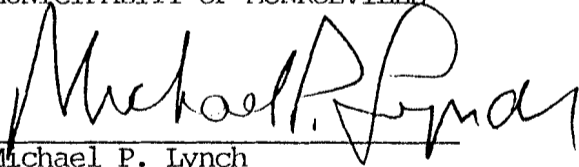
Section 5 Any Ordinance or part of an Ordinance in conflict with any of the provisions of this Ordinance is hereby repealed to the extent of such conflict.

ATTEST:

  
Washington C. Alston  
Municipal Manager

ENTERED INTO LEGAL  
BOOK ON 9-23-85

MUNICIPALITY OF MONROEVILLE

  
Michael P. Lynch  
Mayor