

## PROCEDURE FOR REVIEW OF DISCIPLINARY DECISIONS

Any Department Head desiring to have a disciplinary action reviewed shall request in writing within 5 working days of the action, a review by the Mayor. The Mayor will make the final management decision within ten working days and respond to all concerned parties in writing.

In the event the Department Head claims that an employee's liberty interest in future employment has been damaged as a result of any "stigmatizing charge" publicly communicated by the city he/she must request in writing within three business days of said action, weekends and holidays excluded, a name clearing hearing. Said written request shall be forwarded to the Human Resources Director or in his/her absence to the chair of the Personnel Committee. In the event, the name clearing hearing is requested by the Human Resources Director, all communications shall be made to the chair of the Personnel Committee.

As soon as is practical said committee shall respond in writing to the person who is requesting said name clearing hearing with the time and place of said hearing. The committee decision as to the determination of the name clearing hearing shall be the final step for administrative process available. The hearing afforded said department head shall be in public, with a court reporter in attendance. Said hearing, in the absence of any employee manual procedures set out in the City of Jonesboro shall be conducted pursuant to the Arkansas Rules of Civil Procedure.