

2. **Suspension:** Suspension involves your removal from your job. You may be suspended with or without pay. A suspension must be in writing. The reason for such action, the period of time for the suspension and the date the suspension is to begin and end must be noted also. Suspension with pay is normally used only while your involvement in a serious incident is under investigation.
3. **Demotion:** If you have committed an appropriate offense, or if your work record justifies it, you may be demoted. You will be given written notice of such action. A demotion is an action that places you in a position of less responsibility and less pay.
4. **Termination:** This type of disciplinary action is your removal from City employment. If you have committed a serious offense or if your work record establishes grounds for termination, you may be given written reasons that can be supported at a pretermination hearing.

While most situations involving disciplinary action will be dealt with in a progressive fashion, which should allow you to correct your performance; there are some offenses that may result in your immediate termination.

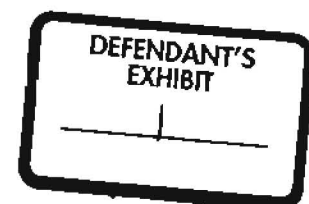
You have the right to appeal all types of disciplinary action outlined in the *Procedure for Review of Disciplinary Decisions* (See below outline).

**Procedures for Review of disciplinary Decisions** If you request a review of any disciplinary action, it will be conducted as follows:

1. You will submit a written grievance to your immediate supervisor within 5 working days after the disputed disciplinary action. If possible, the grievance will be resolved at this level.
2. If you are not satisfied with the first step, you will submit the grievance *in writing* to your Department Head. The Department Head will investigate the problem and respond to you in writing within 5-working days.
3. If you are not satisfied with the second step, a written appeal may be made to the Human Resource Director or the Mayor. The mayor will make the final management decision within 10 working days and respond to all concerned parties in writing.

**Procedure for Review of Disciplinary Decisions** Any Department Head desiring to have a disciplinary action reviewed in writing within 5-working days of the action, a review by 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 charges*" publicly committed by the city he/she must request in writing within 3-business days of said action, weekends and holidays excluded, a name clearing hearing. Said written request shall be forwarded to the Human Resource 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.