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# DAKOTA COUNTY

# POLICIES AND PROCEDURES MANUAL

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## Policy 3360 Corrective Intervention

Original Publication Date: \_\_\_\_\_

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Last Reviewed: \_\_\_\_\_

Department: Employee Relations

Board or Administrative: Board

Related Policies: [Policy 3380 Separation from Employment](#)

### POLICY STATEMENT

~~Although the County will, whenever practical, intervene to assist employees with performance difficulties, the retention of employment through the successful execution of assigned duties and the observation of County policies is the responsibility of the employee. The County therefore retains the right to dismiss any employee who is unable or unwilling to meet County standards. Dismissal on such grounds is considered termination for just cause.~~

It is the policy of the County to address employee misconduct or performance deficiencies through corrective intervention. When the County is persuaded that the nature of the performance deficiency or misconduct is such that timely and appropriate intervention by the County would lead to correction, the most appropriate of the following methods will be applied:

1. Informal Counseling
2. Performance Documentation
3. Verbal Reprimand
4. Written Reprimand
5. Suspension
- 5-6. Discharge

Although the County will, whenever practical, intervene to assist employees with performance difficulties, the retention of employment through the successful execution of assigned duties and the observation of County policies is the responsibility of the employee.

### DEFINITIONS

Informal Counseling: Generally a one-on-one discussion between an employee and their direct supervisor or designated management representative to provide feedback and clarify expectations to address issues that may include, but are not limited to, performance deficiencies, correct workplace behavior, or reenforce workplace rules or policies. ÷

Performance Documentation: Written record intended to track employment-related issues that may include, but are not limited to, inappropriate workplace conduct, violations of workplace rules, or unmet performance standards that may, if unchanged, be the basis for formal discipline.

Verbal Reprimand: Oral direction from a direct supervisor or designated management representative to an employee that may include, but is not limited to, conduct that is inappropriate for the workplace, performance standards that have not been met or violation of workplace rules or policies, all of which the continuation thereof will result in more severe discipline, up to and including discharge.

Written Reprimand: Written notification from a direct supervisor or designated management representative to an employee that may include, but is not limited to, conduct that is inappropriate for the workplace, performance standards that have not been met or violation of workplace rules or policies, all of which the continuation thereof will result in more severe discipline, up to and including discharge.

Suspension: Involuntary unpaid time away from work as the result of issues including, but are not limited to, workplace misconduct, policy violations, or on-going performance deficiencies.

Discharge: Termination of all employment rights and benefits with the County. Discharge is considered formal discipline.

## **SOURCE**

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## **GENERAL**

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When practical in the County's sole discretion, minor or isolated employee conduct or performance issues may be addressed and tracked through informal counseling and written performance documentation to clarify expectations and correct behavior prior to issuing reprimands, suspensions, or discharge.

### **Reprimands**

Following consultation with the Employee Relations Department, an employee's direct supervisor or other appropriate manager, the responsible authority may issue one of the following reprimand types a reprimand to an employee.

#### Verbal Reprimand

A verbal reprimand informs an employee verbally that a specific aspect of performance or behavior is not acceptable and will result in disciplinary action if not corrected. The verbal reprimand will be followed up with written documentation outlining the steps or actions the employee needs to take to correct the deficiency and states the likely consequences of a failure to do so within the time specified. Verbal reprimands are intended to be less formal in nature than a written reprimand and are not maintained in the employee's personnel file.

#### ~~WRITTEN REPRIMAND (First Occurrence)~~

##### Written Reprimand

A first occurrence written reprimand informs an employee that a specific aspect of performance or behavior is not acceptable and will result in further disciplinary action if not corrected. The written reprimand outlines the steps or actions the employee needs to take to correct the deficiency and states the likely consequences of a failure to do so within the time specified.

#### ~~1. WRITTEN REPRIMAND (Second Occurrence)~~

When improvement is not demonstrated within the time specified, a second occurrence written reprimand informs an employee that the deficiency described in the first written reprimand was not satisfactorily

corrected and that if not corrected within the time specified, the deficiency will jeopardize continued employment.

## Suspensions

Following consultation with the Employee Relations Director, the responsible authority may suspend employees without pay in instances where employees need forceful notice that a specific performance deficiency or misconduct must cease immediately. Suspensions are accompanied by written notices outlining the steps employees need to take to eliminate the performance deficiency or misconduct and the likely consequences of a failure to do so. All suspensions shall be in conformance with ~~veterans~~veteran's preference and other state and federal laws.

The length of the suspension is set by the responsible authority in consultation with the Employee Relations Department. Except where otherwise required by law, employees on suspension are not compensated for any day or holiday which occurs during their suspension, nor will they earn any other benefit, privilege or right on a suspended workday, except that the County continues insurance benefits for employees suspended for less than 30 working days even if they are not on payroll status on the first day of the month due to the suspension.

## Discharge

The County therefore, retains the right to dismiss~~terminate~~ any employee who is unable or unwilling to meet County standards. Dismissal on such grounds is considered termination for just cause.

## Appeals

Employees who believe they have been treated in a manner inconsistent with the provisions of this section may initiate a grievance by following the established grievance procedures. (Ref. Policy 3400)

## PROCEDURES

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Board Resolution or Manager Signature: \_\_\_\_\_