

Discipline

312.1 PURPOSE AND SCOPE

To set forth the policy and procedures relating to discipline. This policy applies to all employees.

312.1.1 DEFINITIONS

- (a) **Corrective Counseling Memorandum** - Pre-disciplinary formal counseling process, with dialogue between supervisor and employee. Confirmed with a memorandum to employee.
- Corrective Counseling Memorandums do not go in the official personnel file. After the employee receives their performance evaluation (which may reference the Corrective Counseling Memorandum), the Corrective Counseling Memorandum will be removed from any file used for personnel purposes.
- (b) **Discipline** :
1. **Disciplinary Action** - Written reprimand, dismissal, demotion, reduction in compensation, suspension, or any other action taken for disciplinary reasons, that directly affects the wages, hours, or working conditions of a permanent employee. If the Department Head or designee issue a proposed suspension or reduction in pay, following the issuance of the notice of proposed discipline, the Department Head or designee has the discretion to modify the discipline without having to issue a new proposed discipline as follows: a suspension may be converted to an equivalent (loss of pay) reduction in pay and vice versa.
 2. **Written Reprimand /Disciplinary Letter** - A formal notice to an employee that further disciplinary action will be taken unless his/her behavior or performance improves. Letter placed in personnel file.
 3. **Suspension** - Disciplinary action requiring the employee to take time off work without pay.
 4. **Reduction (Demotion)** - Disciplinary action requiring the removal of an employee from his/her present position to a lower paying position or salary step.
 5. **Reduction in Compensation** - A change within the salary range from the existing step to a lower step for a specific duration of one or more full pay periods, but not to exceed 13 pay periods.
 6. **Discharge/Dismissal** - Permanent removal of an employee from service.

312.2 AUTHORITY AND REFERENCES

- Riverside County Board of Supervisors Policy C-23;
- Peace Officer's Bill of Rights § 3300;
- Employee MOU's;
- Riverside County Ordinance 440;
- Management Resolution

Discipline

312.3 POLICY

It is the policy of the Riverside County Probation Department to inform employees of the behavior expected of them and of the rules, regulations, policies, procedures, and practices by which they must abide. Any disciplinary action shall be consistent and in accordance with Ordinance 440 and the current employee MOU's.

312.4 PROCEDURE

Employees should refer to the current applicable Memorandum of Understanding or Management Resolution for procedures concerning discipline. MOUs and the Management Resolution are available on the County of Riverside Human Resources website [here](#).

Date last reviewed: 08/20/2021

Date(s) revised: 08/20/2021; 08/30/2010; and, 04/29/1997

Created: 07/01/1986

Attachments:

1. [Board of Supervisors Policy C23.pdf](#)