

Alachua County Administrative Services


Human Resources

Kim Baldry, CPM, SPHR, Human Resources Manager
Karen P. Gerding, CPM, PHR, Human Resources Supervisor

June 26, 2012

MEMORANDUM

To: Richard Drummond
County Manager

Via: Betty Baker
Administrative Services Director 

From: Kim Baldry, CPM, SPHR
Human Resources Manager

Subject: **Revision to Policy #9-3, Disciplinary Offenses and Penalties**

On May 8, 2012, I brought a number of policy revisions, including some revisions to Policy #9-3, Disciplinary Offenses and Penalties, to the Board for approval. After reviewing those revisions, Commissioner Pinkoson was concerned about the level of discipline applied to certain offenses. The Board directed staff to review the disciplinary policies and determine if any of the offenses should be assigned to a different category of penalty.

I met with the Policy Review Team on June 4, 2012 and the team recommended two revisions.

Under Group 2, number xii, the word "official" was added so that it was clear that an employee making an official false statement would face discipline.

It was also recommended that an additional offense be added to Group 3. "Deliberate misuse of a County credit or purchasing card for personal use or gain." This would cover an instance of an employee intentionally purchasing something for his or her own personal use/gain, basically theft. This is a more serious offense than is listed under Group 2, which may be a misuse, but is not done for the employee's personal gain.

P.O. Box 5697 ■ Gainesville, Florida 32627 ■ Tel. (352) 374-5219 ■ Fax (352) 374-5233
Suncom 651-5219 ■ TDD (352) 491-4431 ■ Home Page: <http://www.alachuacounty.us>

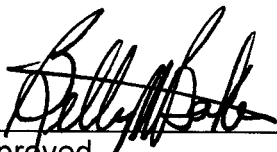


Policy 9-3 Revision, June 2012

As the Support Services Group will not meet in July, these revisions were sent to the members of SSG and it was requested that they let me know if these were acceptable. I have received no feedback suggesting any modifications to the proposed revisions.

Upon your approval I will present these and five other policy revisions that had previously been approved by former County Manager Reid in late December, to the Board at the July 10th meeting. Upon the Board's approval I will forward the revisions to all County employees.

Please let me know if you have any questions.



Approved
Richard Drummond
County Manager

6-27-12

Date

Disapproved
Richard Drummond
County Manager

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Attachment