

C. SKELLY PROCEDURES

"Skelly" procedures are applicable only to Civil Service employees.

1. PROCEEDING:

A Civil Service employee is entitled to a proceeding as described herein before the imposition of disciplinary actions which are suspensions, reductions in pay, demotions, or discharges.

2. NOTICE:

The employee must be given a notice in writing which sets forth the allegations and/or reasons for the proposed disciplinary action, the proposed disciplinary action, and that the employee may respond verbally or in writing to the allegations. The notice shall identify the person, the last date and the location to whom he or she may submit a written response, and the date, time and location where the employee will be able to submit his or her verbal response, at the option of the employee, to said allegations.

3. RESPONSE:

The employee has the option of responding in person, submitting a written response, both, or neither. The employee is entitled to have a representative of his/her choice, but he/she is not entitled to a full trial-type evidentiary hearing.

4. NOTICE OF DECISION:

A written notice of decision involving whether the discipline shall be imposed should be delivered to the employee at the earliest practicable date. The written notice of decision should state which of the reasons for discipline have been sustained or denied, a statement of the employee's right to appeal through the grievance procedure, and the time limit within which the employee must make his/her appeal.

5. EMERGENCIES:

Where the retention of the employee in his/her regular position may result in damage to or loss of City property, or may be detrimental to the interests of the City, or may be injurious to the employee, fellow employees, or the public, the department head may authorize immediate disciplinary action. In this case, the employee shall be

entitled to the Skelly procedures within five business days
of the imposition of discipline.

