

CITY PERSONNEL POLICY

PRE-TERMINATION MEETING (CLASSIFIED EMPLOYEES)

Policy # 23-00

Approved by Personnel Board: 8/26/99

Michele Frost, Personnel Director

Approved by City Council: 4/4/00

Council President Paul Koneck

Pursuant to the Omaha Municipal Code, Section 23-65, the following is declared to be the policy of the City of Omaha. Please check the City's e-mail system in the Public Folders under Personnel Department for the latest amendments to this policy.

The United States Supreme Court has established in *Cleveland Board of Education v. Loudermill, et al* that prior to terminating a classified employee, that employee must be afforded a pre-termination meeting. In compliance with the standards enunciated by the Supreme Court, the City of Omaha will continue to follow the guidelines established herein:

1. A pre-termination meeting will be conducted by the Personnel Director or his/her designee.
2. Prior to the meeting before the Personnel Director, the classified employee shall be given written notice, outlining the facts upon which the proposed termination is based.
3. The classified City employee shall be afforded the opportunity to have an explanation of the facts upon which the proposed termination is based; the opportunity to present additional facts that the employee feels are pertinent to the question of termination; and an opportunity to present his or her side of the case.
4. After the pre-termination meeting, the Personnel Director shall issue a written response to the department, affirming or denying the recommendation based upon reasonable grounds.
5. If recommendation is affirmed, the department will follow established termination procedures, which will include:
 - a) preparation of a dismissal or termination letter, in accordance with applicable bargaining unit contracts and/or Chapter 23;
 - b) preparation of a P-19, with a copy of the termination letter attached.
6. In the case where the recommendation is denied, the department should consider other disciplinary action, if appropriate.

The foregoing may be subject to additional, separate guidelines not inconsistent with the contents of this policy.