

# ***CITY PERSONNEL POLICY***

## **RESCINDED, REMOVED DISCIPLINARY ACTIONS**

Policy # 27-00

*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.

Various City union contracts provide that employees may "remove" certain disciplinary papers from their personnel file after the expiration of specified time periods. Each contract will continue to be followed as to the type of disciplinary action allowed to be removed and the time period. Additionally, department directors, from time to time, rescind disciplinary actions which they have previously issued. In either instance, these disciplinary papers should be physically removed from that employee's personnel file. However, for accurate record-keeping purposes and, most particularly, so that the City Personnel Department can accurately respond to litigation inquiries, it is necessary to retain these documents in a different fashion.

When any disciplinary action is "removed" by an employee pursuant to union contract and City code, the actual disciplinary papers will be removed from that employee's personnel file maintained by the Personnel Department and disposed of pursuant to the guidelines of that contract. A photocopy of the removed disciplinary action shall be maintained by the Personnel Department for inclusion in the generic file pursuant to the paragraph below. When any disciplinary action is rescinded by the department director, such discipline shall be removed from the personnel file and the letter/memo rescinding such discipline shall be attached to the rescinded disciplinary letter or reprimand.

Any such removed/rescinded disciplinary papers shall be maintained in a separate generic file in the Personnel Department. Such file shall contain all disciplinary actions removed or rescinded and shall be a "category" file, containing no file heading of employee name.