

Changes to Personnel Rule 6. Discipline

Summary

- Revise Rule 6 to remove the word “Final” from the Level 3 Final Written Warning Notification.
- Add two infractions related to the Alcohol and Controlled Substance Testing Policy for Commercial Vehicle Drivers and failure to meet certification/licensing requirements.
- Approved by the Unified Personnel Board on August 6, 2026.

Background

The Employees’ Advisory Council (EAC) Chair requested to remove the word “Final” from the Level 3 Final Written Warning Notification in Personnel Rule 6: Discipline, due to the confusion the word ‘final’ created for some employees. Removing the word ‘final’ doesn’t change the intention of or impact of the Level 3 Written Warning.

Also, per Risk Management counsel, we added two infractions to the Disciplinary Guidelines and Disciplinary Action Ranges related to the Alcohol and Controlled Substance Testing Policy for Commercial Vehicle Drivers and failure to meet certification/licensing requirements. Risk Management currently runs motor vehicle driving records for all employees required to drive a County vehicle and will begin to run pre-employment motor vehicle records. An employee’s consent is required to obtain the records and failure to provide the consent would violate the policy.

Updates

Revised Personnel Rule 6 in multiple locations (example from section C.2.c. shown below) to remove the text shown in yellow strikethrough and add the text shown in red underline:

c. Level 3 - ~~Final~~ Written Warning/Notification

~~Final~~ Level 3 Written Warning/Notification is an option under Level 3 for those departments that don’t want to utilize pay reduction or demotion or if a suspension would present a hardship to the department or be an improper consequence (i.e. to performance, attendance).

Revised Personnel Rule 6 Disciplinary Guidelines and Disciplinary Action Ranges: Category J. Violation of Drug-Free Workplace Policy or Alcohol and Controlled Substance Testing Policy for Commercial Vehicle Drivers to add the text shown in red underline below:

Infraction	First Infraction	Second Infraction	Third Infraction	Fourth Infraction
<u>Failure to timely register in the Commercial Driver's License Drug and Alcohol Clearinghouse and failure to provide or withdrew necessary consents for the County to obtain motor vehicle records</u>	<u>Demotion or Level 4</u>	<u>Level 4</u>	<u>n/a</u>	<u>n/a</u>

Revised Personnel Rule 6 Disciplinary Guidelines and Disciplinary Action Ranges:
Category N. Failure to Meet Certification/Licensure Requirements to add the text shown in red underline below:

Infraction	First Infraction	Second Infraction	Third Infraction	Fourth Infraction
<u>The employee is required to operate a motor vehicle as an essential function of the job and failed to provide or withdrew the necessary consents for the County to obtain motor vehicle records.</u>	<u>Demotion or Level 4</u>	<u>n/a</u>	<u>n/a</u>	<u>n/a</u>