

East Lake Tarpon Special Fire Control District

	<i>SOP 231 Positive Reinforcement Process</i>	
	Implementation Date: 06/1999	Revision Date(s): 10/17/2016
		Reviewed Date(s):
	Forms or Attachments: None	

The fourth step, Suspension/Demotion is the beginning of Group 3 Offenses. This is also used when previous Counseling has not accomplished the desired changes. Suspension will be explained in more detail.

The fifth step is Decision Making Leave. This is the most serious step of the Positive Reinforcement process as further infractions would result in termination. Decision Making Leave requires the approval of the Fire Chief or his representative. An employee is given one day off (without pay) to decide if he or she wishes to continue working for the Department. Decision making leave is only given one time.

The final step, Resignation/Termination is self-explanatory.

Repeating steps may often be necessary. This is especially true for Step 1, Guidance and Step 2, Counseling. One reason repetition of steps may be considered could be because the offense is not serious enough to warrant proceeding further.

Inactive Disciplinary Actions: The Department does not remove Personnel Appraisal Logs from personnel files. Supervisors should, however, consider certain interview forms or steps in the Positive Reinforcement Process “inactive” after a period of time and should be repeated when needed. The exception to this would be Decision Making Leave which, under most circumstances, should only be given once. Because they are not removed, employee interview forms are especially useful in identifying patterns of incidents and correcting employee problems through counseling and other employee assistance programs.

The following is a guide for determining the steps of the Positive Reinforcement Process inactive:

Step 1	Guidance	6 months
Step 2	Counseling	9 months
Step 3	Written Reprimand	12 months
Step 4	Suspension/Demotion	24 months
Step 5	Decision Making Leave	Permanent

SUSPENSION:

An employee may be suspended at once by his immediate supervisor for reasons as provided in the Code of Conduct Rules and/or Department Rules. Suspensions will be without pay.

Notification of Right to Appeal:

An employee who has received any disciplinary action shall immediately be advised of his rights to appeal the action by the grievance procedures.