

## ATTACHMENT C

### CITY OF HICKORY PREDISMISSAL/PREDISCIPLINARY ACTION CONFERENCE CHECKLIST

Before taking any disciplinary action which would result in a coworker losing money or status (through suspension without pay for more than five days, demotion, or dismissal), the answers to the questions below should be "yes". This checklist applies to all regular full-time coworkers who have completed their new hire probationary period. If you need any assistance, please contact the Administrative Services Director.

1. Have you discussed the situation with the Administrative Services Director?
2. Have you arranged for the Administrative Services Director or his/her designee to attend the conference as a neutral advisor?
3. Have you notified the coworker of the conference to discuss a proposed disciplinary action? (Same day notice is fine – see attachment A or B).
4. Have you reviewed with the coworker the allegations against him/her?
5. Have you told the coworker what possible disciplinary actions could result from the allegations presented?
6. Have you given the coworker the opportunity to present defenses or reasons against the allegations and possible disciplinary action?
7. Have you listened objectively and impartially to the coworker?
8. Have you taken notes or audio recorded the conference? (The coworker may also audio record the conference).
9. Have you delayed your final decision until after hearing the coworker's reasons for his/her actions? (The final decision should not be made until at least 24 hours after the conference).
10. If the decision is to take disciplinary action, have you given that decision in writing and listed specific reasons for that decision? (See attachment D).
11. Have you informed the coworker of the grievance procedure?



**ATTACHMENT B**  
**(Follow-up to Verbal Notice of Predisciplinary Conference)**

**Prepare on departmental letterhead**

Office of \_\_\_\_\_  
(DIVISION / DEPARTMENT)

To: \_\_\_\_\_

From: \_\_\_\_\_

Date: \_\_\_\_\_

Subject:       **Notice of Predisciplinary Conference**

This letter is to confirm the verbal notice you received from \_\_\_\_\_ at \_\_\_\_\_ on \_\_\_\_\_  
(NAME AND TITLE) (TIME)  
\_\_\_\_\_ which provided you notice of a Predisciplinary Conference scheduled for you to attend with the  
(DATE)  
\_\_\_\_\_ in the \_\_\_\_\_, \_\_\_\_\_, at \_\_\_\_\_.  
(TITLE AND NAME) (NAME OF ROOM AND BUILDING LOCATION) (DATE) (TIME)

The purpose of the hearing is to present allegations related to your work performance and/or conduct and provide you the opportunity to respond to the allegations. This is a fact-finding meeting pursuant to the City of Hickory Personnel Ordinance, Article 5, Section 10, Employee Performance and Conduct.

In accordance with the City of Hickory Personnel Ordinance and City Policy and Procedure a Predisciplinary Conference is to be held prior to any possible disciplinary action which would result in a coworker's losing a right (money or status) through demotion, suspension without pay for more than five days, or dismissal.

The City reserves the right to take notes and/or audio record the conference and these notes and audio recordings become property of the City and do not have to be given to you. You also have the right to take notes and/or audio record the conference. Legal or personal representatives of any kind may not accompany you to this Predisciplinary Conference.

Sincerely,

\_\_\_\_\_  
(DEPARTMENT HEAD) (DATE)

\_\_\_\_\_  
(Acknowledged by Employee) (DATE)