



POLICY AND PROCEDURES

NUMBER: 125

SUBJECT: Employee Action Plans

ACA STANDARDS: 3-ALDF-1C-04

DIRECTOR: Herbert Bernsen

EFFECTIVE DATE: 7/1/80

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I. POLICY

The St. Louis County Department of Justice Services shall implement Action Plans as a management tool to provide supervisors and employees with a systematic approach to improving an employee's level of performance.

II. RESPONSIBILITIES

All St. Louis County Department of Justice Services' Administrative and Supervisory staff are responsible for the following procedures.

III. PROCEDURES

A. Components

1. All Action Plans shall include a detailed and accurate description of the performance problem. (See Attachment 1)
2. The supervisor and the employee shall determine the steps needed to be completed to resolve the problem.
3. The supervisor and the Division Superintendent will set a specific date for review of the situation and notify the employee.
4. The supervisor will also inform the employee of possible consequences if the problem is not resolved or if significant improvement is not evident.

B. Initiation and Development

1. An Action Plan may be initiated by any Administrative or Supervisory personnel when a violation is observed, or a potential problem develops.
2. [The Action Plan shall be developed *and thoroughly discussed* by the employee and his/her immediate supervisor.]
3. The supervisor developing the Action Plan shall consult with his/her superior regarding the facts substantiating the necessity for the Action Plan.
4. The supervisor shall consult with the employee for possible solutions to the problem, prior to the plan being formalized.

C. Implementation

1. The supervisor shall conduct a meeting with the employee and explain the specific steps the employee must take to successfully complete the Action Plan.
2. The supervisor shall define the intended results to the employee so the goals are understood. It is important that the supervisor explain that the Action Plan will be used as a tool to improve the employee's understanding of his/her duties and responsibilities, to help improve his/her performance. Action Plans are not intended as a form of punishment and will not be used in that manner.
3. The supervisor shall set a final review date, by which time the employee is expected to have fulfilled the requirements of the Action Plan.
4. The supervisor shall explain all possible consequences to the employee, if the Action Plan is not successfully completed, or if the employee does not demonstrate a significant improvement in his/her performance.
5. The employee, the supervisor, the reviewing supervisor and the Division Superintendent shall sign the completed plan and copies shall be distributed to the employee, the employee's immediate supervisor, the Division Superintendent and to his/her Justice Services Personnel file.

D. Completion

- 1.** Action Plans may be developed for a period of no less than ninety (90) days and no more the one (1) year. If it is determined that the employee has not met the conditions of the Action Plan, the Division Superintendent and the supervisor shall impose the consequences that were outlined in the action plan, which may include the employee receiving a Letter of Caution or more serious consequence.
- 2.** Throughout the duration of the Action Plan, it will be the responsibility of the immediate supervisor to meet with the employee every thirty (30) days, to evaluate the progress of the employee during that period. The appropriate form will be completed, signed by the supervisor and the employee, and attached to the original Action Plan. (See Attachment 2)
- 3.** On the final review date, the immediate supervisor, the Unit Manager and/or the Division Superintendent will determine if the employee has successfully fulfilled or failed to meet the performance requirements.
- 4.** The employee shall be notified, in person, of the decision of the supervisory staff. A copy of the results of the Action Plan will be distributed to the employee and the Justice Services Personnel file. The results of the Action Plan will be considered when completing an employee's Performance Evaluation.
- 5.** If an employee fails to successfully complete an Action Plan, the following consequences will be progressively imposed:
 - a.** If an employee fails to complete the Action Plan, he/she will receive a Letter of Caution.
 - b.** If an employee at any time violates this type of infraction within a two (2) year period of successfully completing an Action Plan progressive discipline will follow. Examples include but are not limited to:
 - (1)** Letter of Caution,
 - (2)** Letter of Reprimand
 - (3)** one (1) day suspension,

- (4) three (3) day suspension,
- (5) 5 day suspension, and
- (6) other discipline up to termination.

NOTE: A second Action Plan will not be initiated for this type of infraction during this two (2) year period. . The (2) year period extends until such time as the employee has no violations/disciplinary actions for two consecutive years.

- c. If an employee at any time violates this type of infraction within a two (2) year period of failing an Action Plan, progressive discipline will follow. Examples include but are not limited to:

- (1) Letter of Reprimand
- (2) one (1) day suspension,
- (3) three (3) day suspension,
- (4) five (5) day suspension, and
- (5) other discipline up to termination.

NOTE: A second Action Plan will not be initiated for this type of infraction during this two (2) year period. The (2) year period extends until such time as the employee has no violations/disciplinary actions for two consecutive years.

