

Arthur Township Discipline Policy

1. The Town Board of Supervisors will discipline employees for just cause only. Discipline will be in one (1) or more of the following forms:
 - A. Oral reprimand
 - B. Written reprimand
 - C. Suspension
 - D. Demotion
 - E. Discharge

Both The Town Board and the employee agree that the above list of types of discipline is not meant to imply a sequence of events.

2. Suspensions, demotions and discharges will be in written form. Employees will receive a copy of written disciplinary action and/or notices.
3. Written reprimands, notices of suspension, demotions and notices of discharge which are to become part of an employee's personnel file, shall be read and acknowledged by the employee.
4. Employees may examine and receive a copy of their individual personnel files at reasonable times under the direct supervision of the Town Clerk. All township personnel files are held in the custody of the Town Clerk.
5. Discharges will be preceded by a five (5) day suspension without pay.