


City of Virginia Beach Department of EMS Policy	
<h1>Disciplinary Action for Career Members</h1>	
Issue Date: 01/08/2015	Revised Date: 04/29/2022
Section: Administration	

1. Purpose

The purpose of this policy is to provide a statement on the supervisory authority of all duly appointed officers within the framework of City of Virginia Beach employee disciplinary procedures.

2. Applicability

This policy shall apply to all career members of the Department of Emergency Medical Services - uniformed or non-uniformed.

3. Policy Statement

It shall be the policy of the Department of Emergency Medical Services to establish a system of progressive discipline to address the behavior of employees who have engaged in misconduct or who fail to meet performance expectations. All processes shall be conducted in accordance with relevant City of Virginia Beach Policies and Procedures. Verbal warnings, cautions, counseling, and improvement plans are considered to be performance management tools and not forms of discipline.

4. Policy

4.1. Authority

4.1.1. All appointed officers are granted the authority to levy discipline, up through and including the authority to relieve from operational activities, any individual within their area of responsibility using the delegated authority of the EMS Chief in accordance with Section 2-422 of the Virginia Beach City Code.

4.1.1.1. In addition to the appointed supervisors, this responsibility and authority will also lie with the Operational Medical Director.

- 4.1.2. Immediate supervisors will consult with the applicable division or deputy chief within the chain of command prior to issuing any disciplinary action.
- 4.1.3. City of Virginia Beach Department of Human Resources Employee Relations Division will be consulted prior to issuing any disciplinary action.
- 4.1.4. The authority for levying disciplinary actions within the chain of command are as follows:
 - 4.1.4.1. Captains and above may issue written reprimands.
 - 4.1.4.2. Division chiefs and above may issue suspensions of 40 hours or less.
 - 4.1.4.3. Deputy chiefs and above may issue suspensions greater than 40 hours, demotions, and administrative decreases.
 - 4.1.4.4. The EMS Chief may issue dismissals.

4.2. Process for issuing discipline

4.2.1. Written Reprimand

- 4.2.1.1. The immediate supervisor shall notify the chain of command through the employee's division chief of the situation and written reprimand recommendation.
- 4.2.1.2. Upon notification AND concurrence from the division chief, the City of Virginia Beach Department of Human Resources Employee Relations Division will be contacted to move the written reprimand process forward.
- 4.2.1.3. After consultation with and concurrence of Employee Relations, the captain or above may issue the written reprimand.
- 4.2.1.4. The division chief over human resources will be advised and receive a copy of the written reprimand.

4.2.2. Suspension of 40 hours or less

- 4.2.2.1. The employee's division chief shall notify the employee's deputy chief of the situation and suspension recommendation.
- 4.2.2.2. Upon notification AND concurrence from the deputy chief, the City of Virginia Beach Department of Human Resources Employee Relations Division will be contacted to move the suspension process forward.
- 4.2.2.3. After consultation with and concurrence of Employee Relations, the division chief or above may issue the suspension.
- 4.2.2.4. The division chief over human resources will be advised and receive a copy of the suspension.

4.2.3. Suspension greater than 40 hours, Demotion, Administrative Decrease

- 4.2.3.1. The employee's deputy chief shall notify the EMS Chief of the situation and the disciplinary recommendation.

- 4.2.3.2. Upon notification AND concurrence from the EMS Chief, the City of Virginia Beach Department of Human Resources Employee Relations Division will be contacted to move the suspension process forward.
- 4.2.3.3. After consultation with and approval of Employee Relations, the deputy chief may issue the suspension, demotion, or administrative decrease.
- 4.2.3.4. The division chief over human resources will be advised and receive a copy of the suspension, demotion, or administrative decrease.
- 4.2.3.5. Suspensions of greater than 40 hours and demotions require approval from the Director of Human Resources, or designee.
- 4.2.3.6. Administrative decreases require approval from the Director of Human Resources and the City Manager.

4.2.4. Dismissal

- 4.2.4.1. The employee's deputy chief shall notify the EMS Chief of the situation and dismissal recommendation.
- 4.2.4.2. Upon notification AND concurrence from the EMS Chief, the City of Virginia Beach Department of Human Resources Employee Relations Division will be contacted to move the dismissal process forward.
- 4.2.4.3. After consultation with and concurrence of Employee Relations, the deputy chief may dismiss the employee on behalf of the EMS Chief.
- 4.2.4.4. Dismissals require approval from the Director of Human Resources, or designee.
- 4.2.4.5. The division chief over human resources will be advised and receive a copy of the dismissal.

4.3. Disciplinary Procedures

- 4.3.1. Department of EMS career employees and supervisors will follow the steps outlined in the City of Virginia Beach Discipline Policy and Procedure (Policy #4.02).

4.4. Grievance Procedures

- 4.4.1. The department promotes open communications between supervisors and employees for the resolution of grievances arising from employee concerns with the working environment. All career employees and supervisors will follow the steps outlined in the City of Virginia Beach Grievance Policy and Procedure (Policy #4.04).

4.5. Open Door

- 4.5.1. The department encourages two-way verbal communication between employee and supervisor. All career employees and supervisors will follow the steps outlined in the City of Virginia Beach Open Door Policy (Policy #4.05).

5. References and Related Policies/Procedures/Guidelines

- 5.1. COVB Policy 3.17 --- Administrative Leave
- 5.2. COVB Policy 4.02 --- Discipline Policy and Procedure
- 5.3. COVB Policy 4.04 --- Grievance Policy and Procedure
- 5.4. COVB Policy 4.05 --- Open Door
- 5.5. COVB Policy 6.01 --- Administrative Separation
- 5.6. COVB Policy 6.02 --- Criminal and Administrative Charge and Conviction
- 5.7. COVB Policy 6.07 --- Performance Management
- 5.8. COVB Policy 6.15 --- Substance Abuse
- 5.9. VBEMS Certification and Credentialing Policy
- 5.10. VBEMS Organizational Structure Policy
- 5.11. VBEMS Medical Incident Review Policy
- 5.12. VB Code of Ordinances Chapter 2, Article XIX, Section 2-422
- 5.13. Code of Virginia Title 9.1, Chapter 3 (300-304)

This policy shall become effective upon the approval of the Chief of Emergency Medical Services.



05/18/2022

EMS Chief

Date Signed

Policy Change Log		
Created:	01/08/2015	Created on this date
Revised:	01/20/2017	Edited
Revised:	04/29/2022	Entered into new format. Revised to include HR process changes and their involvement in discipline process.