



Virginia Beach Department of Emergency Medical Services



HUMAN RESOURCES

DISCIPLINARY POLICY FOR CAREER MEMBERS

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.

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

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. Corrective action and grievance processes shall be conducted in accordance with relevant City of Virginia Beach Policies and Procedures.

AUTHORITY

All appointed officers are granted the authority to levy corrective action/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 City Code. In addition to the appointed supervisors, this responsibility and authority will also lie with the Operational Medical Director.

The authority for levying corrective actions within the chain of command are as follows:

Captain

Written reprimands

Suspension of a subordinate for up to 24 hours

Brigade Chief

Written reprimands
Suspension of a subordinate for up to 48 hours
Administrative leave for 2 weeks

Division Chief

Written reprimands
Suspension of a subordinate for up to 48 hours
Administrative leave for 2 weeks

Deputy Chief

Written reprimands
Suspension of a subordinate for up to 72 hours
Administrative leave unlimited
Administrative Decrease
Demotions

Chief

Written reprimands
Suspension of a subordinate for up to 72 hours
Administrative leave unlimited
Administrative Decrease
Demotions
Dismissals

Disciplinary action initiated by the Medical Director shall be treated as the same as if the EMS Chief initiated it. In all cases only the EMS Chief may terminate the member from the Service.

DISCIPLINARY PROCEDURES

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).

GRIEVANCE PROCEDURES

The department promotes open communications between supervisors and employees for the resolution of grievances arising from employee concerns with his or her 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).

OPEN DOOR

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).

ORDERED:



1/20/2017

EMS Chief

Date