SAN BERNARDINO MUNICIPAL WATER DEPARTMENT

POLICIES & PROCEDURES MANUAL

POLICY 31.080 - EMPLOYEE CONSULTATION

Date: July 2024

Revision No.: 3

Supersedes: February 11, 2020 First Adopted: September 16, 1991

POLICY:

The Employee Consultation Report assists management and supervisory personnel in discussing individual work performance issues including but, not limited to, violation of rules and/or policies.

PROCEDURE:

The form should include an outline of steps to be taken for correction of the work performance issue(s). It is intended as a constructive tool to deal with performance issues in a standardized format to highlight areas of job performance where improvement is needed.

For purposes of clarity and uniformity in its use, a brief explanation may assist in establishing standard utilization of the form (attached).

Under "SUBJECT OF REPORT", the supervisor is asked to check one or more of the appropriate boxes. If the situation is not otherwise identified by the boxes, please mark the "other" box and explain.

Where the "DESCRIPTION OF INCIDENT" is requested, make sure information such as date, time and place or other meaningful facts are included in the account. If necessary, attach a separate sheet of paper.

Under "ACTION TAKEN", indicate by checking one or more of the appropriate boxes, the disposition of the consultation. A brief explanation should set forth any pertinent information:

- A. If a verbal warning is given, please retain this report in the Division. In this case, a copy will not be placed in the employee's Personnel File unless subsequent action is necessary.
- B. All other actions taken will result in a copy being placed in the employee's Personnel File.
- C. If disciplinary action is recommended, check this box.

If the consultation is conducted in the presence of other persons, note this information under "THIS CONSULTATION WAS CONDUCTED WITH".

If the employee refuses to sign acknowledgement of receipt of the report, please note on the signature line "refused to sign." An employee's refusal to sign does not preclude the report from being placed in the Personnel File if appropriate.

The Supervisor should describe the length of time spent handling the consultation, by noting hours and minutes involved.

Upon completion of the form, together with any accompanying documentation, the "DISTRIBUTION" must be followed. The employee must receive his/her copy of the report the same day.

Policy Review

Established	9/16/1991
Revised:	8/2008
No changes:	7/2018
No changes:	7/2019
Revision Board approved:	2/11/2020
No changes:	7/2021
No changes:	7/2022
No changes:	7/2023
Revised consultation form	7/2024

City of San Bernardino Municipal Water Department EMPLOYEE CONSULTATION REPORT

Employee Name:				
Job Title:	Date:			
Division/Section:	Time:			
Subject of Report:	Rule or Policy Infraction	☐Safety Violat	ion	
Description of Incide	nt/s: (include date, time, etc. of this incide	ent and any prior incidents	that are applicable) (attach addition	nal sheets as needed)
Applicable Rules	or Policies: (include rule	es or policies that	were violated)	
Action Taken: (attach additional sheets as needed	☐ Verbal Warning Given ☐] Written Warning	Given Disciplinar	y Action Recommended
Comments/Action	Plan: (include direction for f	uture)		
This Consultation wa	s conducted with:			
☐ Employee Only	☐ Employee and Employee	Representative I	Representative's Name <u>:</u>	
Others present (if any)	:			
Supervisor's Name/T	itle:		Signature:	
Duration of Consultation	on: Hours	Minutes		
I hereby acknowledg	e receipt of a true copy of th	is report.	Reviewed for Filin	g (Initials) Sup.
Employee Signature: _		Date:		— Div. Dir.
Employee Comments:				– Rep.
			_	— Gen. Mngr.
			_	Pers. File

Distribution: **Verbal**: Original - Supervisor; Copy - Employee **Other**: Original - Human Resources; Copies - (1) Employee; (1) Supervisor