



**Administrative Regulations  
Office of the Mayor**

**Title:** ALTERNATIVE STRATEGIES AND SYSTEMS FOR HANDLING PERFORMANCE AND MISCONDUCT ISSUES

**A.R. Number:** 3.4 **Effective Date:** 9/1/2000 **Page:** 1 of 1  
**Supersedes:** N/A **A.R.:** N/A **DATED:** N/A

**I. PURPOSE**

The purpose of this policy is to provide management with guidelines for developing alternative solutions to problems of misconduct and performance.

**II. PROCEDURE**

- A. In addition to the traditional disciplinary policies outlined in Section V of the Personnel Rules for the Classified Service, the Chief Administrative Officer or designee may develop alternative strategies and systems for dealing with misconduct and marginal performance issues. These strategies and systems may include, but are not limited to formal coaching, prevention efforts, peer mentoring programs, team and individual performance improvement contracts, negotiated amicable departure and severance pay agreements.
- B. The Chief Administrative Officer or designee may negotiate severance pay and amicable departure agreements with classified or unclassified employees when such is determined to be in the best interest of the City. Written agreements shall be coordinated with the Office of City Attorney prior to final signature and implementation. The Chief Administrative Officer shall review and approve all agreements.
- C. The decision to employ an alternative strategy or deal with problems outside the traditional performance management and disciplinary systems must be made on a case-by-case basis. Often, the costs of dealing with problems in the context of traditional disciplinary processes, the grievance procedure, and the courts, exceed those involved in alternative solutions. In all cases, the City's guiding principles shall be to develop solutions to problems which serve the public interest, create fair and relevant consequences, and are most likely to solve problems in the least negative and most cost effective manner.

**III. DEFINITIONS**

- Amicable Departure: Alternative employment termination agreement made between the City and the employee as a result of misconduct or performance issues.
- Severance Pay: A mutually agreed upon financial settlement between the employee and the City as a condition of an employment separation agreement.

**IV. AUTHORITY**

Ordinance #99-155-124, adopted May 10, 1999.

**V. REGULATION UPDATE**

The Office of the Mayor shall be responsible for modifications to this Policy.

**APPROVED:**

**MAYOR**