

GEORGIA DEPARTMENT OF HUMAN SERVICES
Human Resource/Personnel Policy #1504

PROCESS FOR REVIEW OF WRITTEN REPRIMANDS

EFFECTIVE DATE: December 14, 2010

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REFERENCE: Rules of the State Personnel Board

The following process is to be used by eligible DHS employees seeking reviews of written reprimands or written confirmation of oral reprimands.

(Section A)

ELIGIBILITY

1. This process may be used by all DHS **classified** employees whose employment averages twenty (20) or more hours a week.
2. An employee who has been notified of termination or is seeking relief or remedy on reprimand issues through the Georgia Commission on Equal Opportunity (GCEO) or other administrative or judicial process is not eligible to request a review of a reprimand.

(Section B)

**DEFINITION OF
A REPRIMAND**

1. For the purpose of this process, a written reprimand is defined as **any document** that has been distributed and has information similar to that typically contained in a written reprimand, including:
 - 1.1 The date, time and/or place of the inappropriate behavior or performance; **and**
 - 1.2 Future expectations of the employee; **and**,
 - 1.3 The consequences should the inappropriate behavior or performance continues.
2. Written confirmation of an oral reprimand is a document that contains information similar to a written reprimand **and has been distributed.**

NOTE: Informal notation of an oral counseling that is only maintained in a supervisory file is not considered a written confirmation of an oral reprimand.

PROCESS FOR REVIEW OF WRITTEN REPRIMANDS (continued)

(Section C)

REQUESTING A REPRIMAND REVIEW

1. A request for a reprimand review may be filed by an eligible employee who has received a written reprimand or written confirmation of an oral reprimand as defined in this policy.
2. A request for review should be filed as soon as possible, and **must be received by** the Office of Human Resource Management and Development (OHRMD) **within ten (10) WORK DAYS** of the employee receiving the reprimand.

NOTE: A Work day refers to Monday through Friday, excluding state holidays. The close of business for OHRMD is 5:00 p.m.

(Section D)

REPRIMAND REVIEW FORM

1. A request for a reprimand review **must** be filed on the *DHS REPRIMAND REVIEW FORM*. (See Attachment #1)
 - 1.1 This form **must** be completed in its entirety. Any documentation which indicates why the reprimand is not appropriate must be submitted with the *DHS REPRIMAND REVIEW FORM*.
 - 1.2 Documentation submitted **must** include a copy of the written reprimand or written confirmation of an oral reprimand.
 - 1.3 The *DHS REPRIMAND REVIEW FORM* **must** be delivered, mailed or faxed to OHRMD as indicated on the *DHS REPRIMAND REVIEW FORM*.
2. Copies of the review form and supporting documents sent to OHRMD **must** be provided to the supervisor who issued the reprimand and the appropriate human resource/personnel representative.
3. Employees may use state supplies, equipment, mail services, or other state resources, to provide copies of reprimand related documents **only** to those individuals specified in this process.

PROCESS FOR REVIEW OF WRITTEN REPRIMANDS (continued)

(Section E)

ASSESSMENT & CONCLUSION OF A REPRIMAND REVIEW REQUEST

1. Upon receipt of a request for a reprimand review, OHRMD will:
 - 1.1 Determine whether the issue(s) is eligible for review as defined by this process;
 - 1.2 Obtain additional information as needed; and,
 - 1.3 Provide the review findings with a recommendation concerning the disposition of the reprimand to the Director of the Office of Human Resource Management and Development or designee.
2. The Director of the Office of Human Resource Management and Development or designee will review the findings, recommendations, and any other relevant information, and issue a final decision to the employee.
 - 2.1 The written decision will be issued within **five (5) WORK DAYS** of receipt of the review request by OHRMD.
 - 2.2 Copies of the final decision will be provided to the supervisor involved and the appropriate human services/personnel representative.
3. The decision of the Director of the Office of Human Resource Management and Development or designee is the final Departmental action on the reprimand.

(Section F)

DHS THIRD PARTY REPRESENTATION

Third party representation is not permitted under this process.

(Section G)

CONSOLIDATION OF REPRIMAND REVIEWS

When appropriate, OHRMD may:

1. Consolidate multiple reprimand review requests by an employee into a single review; or,
2. Consolidate separate requests filed by two (2) or more employees regarding the same issue(s) into a single review.

PROCESS FOR REVIEW OF WRITTEN REPRIMANDS (continued)

(Section H)

**WITHDRAWAL
OF A REQUEST
FOR
REPRIMAND
REVIEW**

A request for a reprimand review may be voluntarily withdrawn by the employee at any time during the review process. A request for reprimand review that has been withdrawn will be considered a closed matter and may not be re-filed.

For additional information or assistance, please contact the Office of Human Resource Management and Development OHRMD at (404) 656-6750, or email DHS-Policies@dhr.state.ga.us.
