

# Water Management Monthly Discipline Report December 2014- December 2015

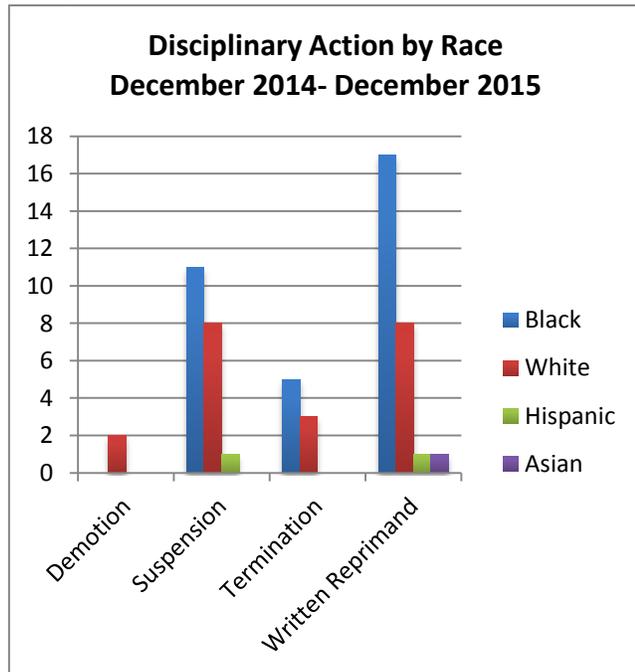
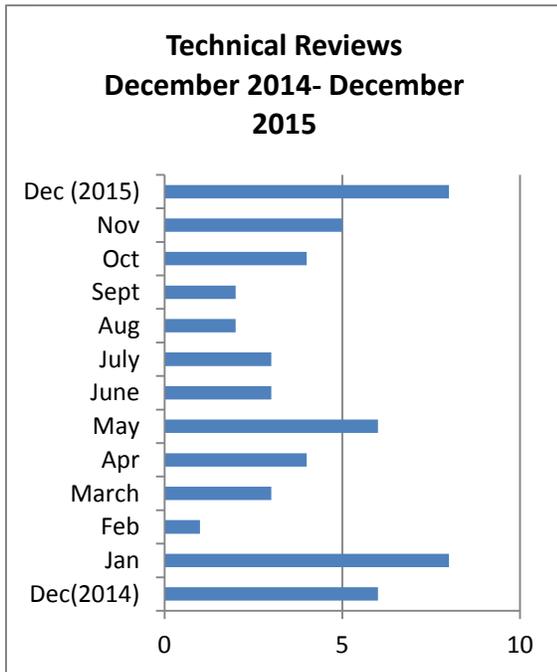
## Introduction

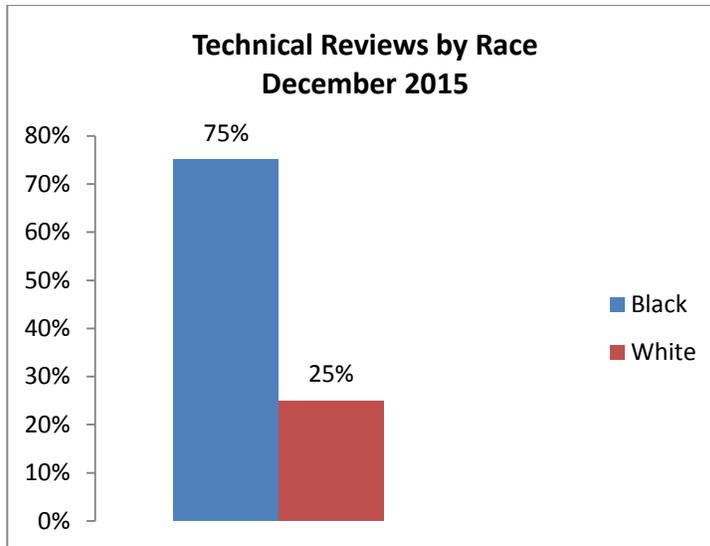
The following report highlights the disciplinary trends and the disciplinary actions that have been issued in the Department of Water Management since instituting a technical disciplinary review in December 2014. This report contains disciplinary data from December 2014 through December 2015.

## Technical Reviews

There were 55 technical reviews submitted to Human Resources between December 15, 2014 and December 31, 2015. The racial breakdown of the employees disciplined was 60% (33) Black, 35% (19) White, 3% (2) Hispanic, and 2% (1) Asian.

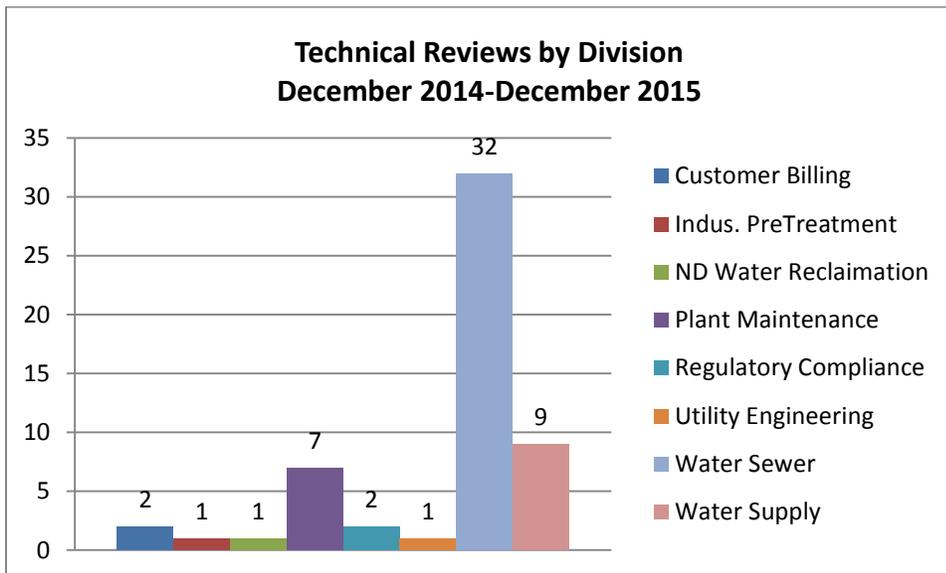
In December 2015, there were eight technical reviews received. Of those reviews received, 6 (75%) were Black, and 2(25%) was White. Of the eight disciplinary actions approved in December; four were written reprimands, one was termination, and three were suspensions.





### Technical Reviews by Division (December 2014-December 2015)

The following chart represents the technical reviews received by division. The majority of the technical reviews come from the Water Sewer division with 32 technical reviews which represents approximately 58% of all technical reviews for the year. The next highest number of technical reviews comes from the Water Supply division with 9 reviews, which represents approximately 16% of all technical reviews for the year.



**Infraction Reasons (December 2014-December 2015)**

For each technical review that is submitted, a reason code (s) must be selected to support the disciplinary action. For the 55 reviews, there were 21 reason codes that were represented. Multiple codes were used for several of the submitted technical reviews.

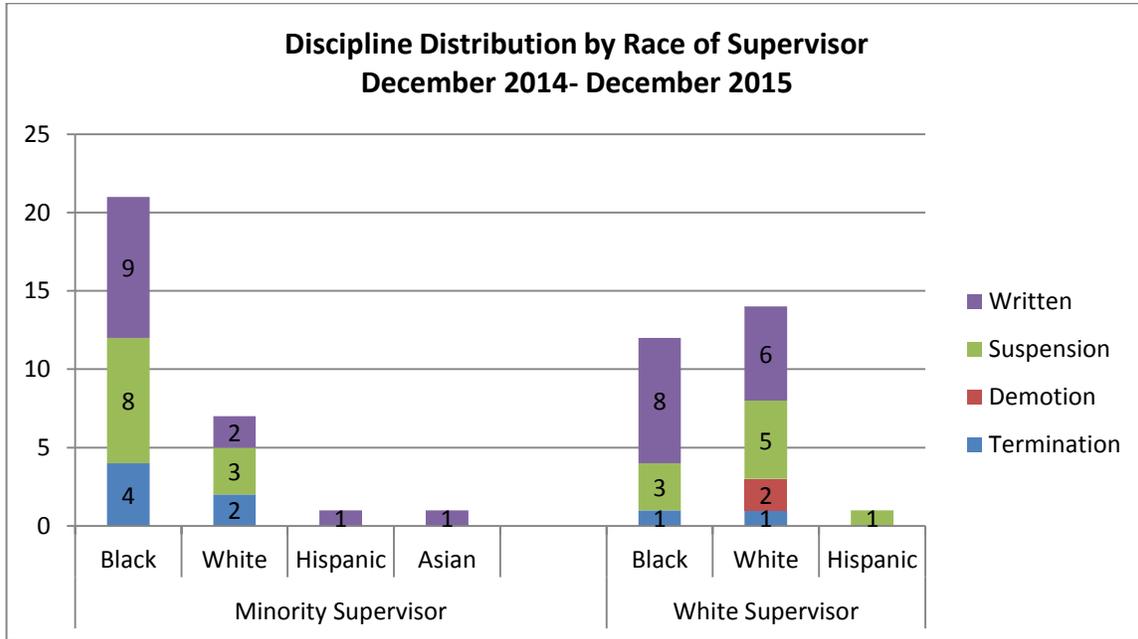
Infraction Codes Used	Number	Disciplinary Action			
		White	Black	Hispanic	Asian
01- Absence w/o Authorized Leave	3	Suspension, 1 Day	Suspension, 3 Day Written Warning		
02- At Fault Accident	17	Written Reprimand	Written Reprimand	Written Reprimand	
		Suspension, 3 Days	Written Reprimand	Suspension, 3 Days	
		Written Reprimand	Written Reprimand		
		Written Reprimand	Written Reprimand		
			Written Reprimand		
			Suspension, 5 Day		
			Suspension, 5 Day		
			Suspension, 3 Days		
			Suspension, 1 Day		
			Written Reprimand		
	Written Reprimand				
03- Class I Safety Violation	1	Suspension, 3 Days			
04- Class II Safety Accident	2	Termination	Written Warning		
06- Disorderly Conduct	2	Written Reprimand			
		Written Reprimand			
07- Excessive Abscenses	1	Written Reprimand			
08- Excessive Tardiness	1		Termination **		
09- Falsification of Records	2		Suspension, 5 Days		
			Suspension, 5 Days		
11- Improper Use of City	3	Demotion ** Suspension, 5	Suspension, 1 Day		

Property		Day**			
		Demotion ** Suspension, 5 Day**			
12- Insubordination	4	Written Reprimand	Termination **		Written Reprimand
			Written Reprimand		
13- Poor Job Performance	4		Written Reprimand		
			Written Reprimand		
			Written Reprimand		
			Written Reprimand		
14- Sleeping on the Job	2	Suspension, 5 Days	Termination **		
17- Violation of Department Policy (Call in Procedure)	2	Suspension, 5 Days	Written Reprimand		
18- Violation of Ethics Policy	2	Demotion ** Suspension, 5 Day**			
		Demotion ** Suspension, 5 Day**			
20- Violation of Workplace Violence	3	Suspension, 3 Days	Suspension, 5 Days		
			Suspension, 1 day		
21- Other- Accuracy of Data	1	Suspension, 5 Days			
21- Other-Probation	3	Demotion **	Termination		
			Termination		
21- Other- Violation of Call In Procedure	1	Written Reprimand	Written Reprimand		
21- Other- Loss of Driver's License	1		Termination		
21- Other- Violation of Smoking Policy	1	Written Reprimand			
21- Leaving the Job Site Without Authorization	1		Written Reprimand		

*\*\*infraction is part of a multiple code violation*

**Supervisor Discipline (December 2014-December 2015)**

The following chart shows the discipline that was distributed to employees. The chart also shows the race of the supervisor and the race of their employees based on the disciplinary action.



**Summary**

The technical review process was enacted for the Water Management Department in December 2014, since that time, 55 reviews were submitted and approved. All reviews were presented with supporting documentation. After a year of performing the reviews, the data does reflect that black employees are disciplined in higher numbers than white or other race employees. However, the technical review process yielded no inconsistent application of disciplinary actions (written reprimands, suspensions, demotions, or terminations). The severity of the disciplines issues to minority employees appears to be consistent with disciplines issues to white employees that received the same infractions. Also of note, from December 2014 through December 2015, minority supervisors disciplined minority employees in greater number than white supervisors. Conversely, white supervisors disciplined White employees in greater numbers than minority supervisors. There are not any noticeable trends that would suggest inconsistent application of discipline. In December, there were eight (8) technical reviews that were submitted and approved.

The majority of the disciplines are issued in the Water Sewer division.

Almost 30% of the incidents that have caused disciplinary action to be taken were a result of “At-Fault” accidents.

The agreed upon review period for technical reviews was established between the Department of Water Management and Human Resources. Technical reviews received by Human Resources before 12pm will be returned to the Department of Water Management by 5pm. Technical reviews received after 12pm will be returned to the Department of Water Management by 12pm on the next business day. All technical reviews that were submitted were approved and returned to the Department of Water Management within the established timeframes.