

## **SERENITY BEHAVIORAL HEALTH SYSTEMS**

**SUBJECT: PROCESS FOR REVIEW OF WRITTEN REPRIMANDS**  
**POLICY NUMBER: HR-13.03**  
**EFFECTIVE DATE: June 1998**  
**SUPERSEDES: N/A**  
**LAST REVISION DATE: May 2008**

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### **POLICY:**

It is the policy of Serenity Behavioral Health Systems (SBHS) to follow this process used by eligible SBHS employees seeking review of written reprimands or written confirmation of oral reprimands.

### **ELIGIBILITY:**

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

### **DEFINITION OF A REPRIMAND:**

- I. 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:
  - A. The date, time and/or place of the inappropriate behavior or performance;
  - B. Future expectations of the employee; and,
  - C. The consequences should the inappropriate behavior or performance continues.
- II. 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.

### **REQUESTING A REPRIMAND REVIEW:**

- I. 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.
- II. A request for review should be filed as soon as possible, and must be received by the Human Resources Manager within ten (10) workdays of the employee receiving the reprimand.

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NOTE: "Workday" refers to Monday through Friday, excluding State holidays. The close of business for the Human Resources Department is 4:30 p.m.

**REPRIMAND REVIEW FORM:**

- I. A request for a reprimand review must be filed on the SBHS Reprimand Review Form. (See Attachment I)
  - A. This form must be completed in its entirety. Any documentation, which indicates why the reprimand is not appropriate, must be submitted with the SBHS Reprimand Review Form.
  - B. Documentation submitted must include a copy of the written reprimand or written confirmation of an oral reprimand.
  - C. The SBHS Reprimand Review Form must be delivered, mailed or faxed to the Human Resources Department as indicated on the on the SBHS Reprimand Review Form.
- II. Copies of the review form and supporting documents sent to the Human Resources Department must be provided to the supervisor who issued the reprimand.
- III. Employees may use SBHS supplies, equipment, mail services, or other SBHS resources, to provide copies of reprimand related documents only to those individuals specified in this process.

**ASSESSMENT AND CONCLUSION OF A REPRIMAND REVIEW REQUEST:**

- I. Upon receipt of a request for a reprimand review, the Human Resources Manager will:
  - A. Determine whether the issue(s) is eligible for review as defined by this process;
  - B. Obtain additional information as needed; and,
  - C. Provide the review findings with a recommendation concerning the disposition of the reprimand to the Chief Executive Officer.
- II. The Chief Executive Officer will review the findings, recommendations, and other relevant information, and issue a final decision to the Human Resources Manager.
  - A. The written decision will be issued within five (5) WORK DAYS of receipt of the review request.
  - B. The Human Resource Manager will provide the final decision to the employee and supervisor involved. The decision of the Chief Executive Officer is the final action on the reprimand.

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**SBHS THIRD PARTY REPRESENTATION:**

Third party representation is not permitted under this process.

**CONSOLIDATION OF REPRIMAND REVIEWS:**

- I. When appropriate, the Human Resources Department may:
  - A. Consolidate multiple reprimand review requests by an employee into a single review;  
or,
  - B. Consolidate separate requests filed by two (2) or more employees regarding the same issue(s) into a single review.

**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.

**REFERENCES:**

- I. Rules of the State Personnel Board – Rule 21
- II. SBHS Policy #HR-13.01 Grievance Procedure for Classified Employees
- III. SBHS Policy #HR-13.02 Grievance Procedure for Unclassified Employees

**ATTACHMENT:**

- I. [SBHS Reprimand Review Form #606](#)

**APPROVAL SECTION:**

\_\_\_\_\_  
Chief Executive Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Committee Chairperson

\_\_\_\_\_  
Date

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**RESCISSION SECTION:**

\_\_\_\_\_  
Chief Executive Officer

\_\_\_\_\_  
Date

**REVIEW SECTION:**

\_\_\_\_\_  
Committee Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Committee Chairperson

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Date

\_\_\_\_\_  
Committee Chairperson

\_\_\_\_\_  
Date