



Procedure Purpose

To define the process by which employees represented by AFSCME can request to purge a written warning.

Roles and Responsibilities

- a. Eligible Employee:
 - i. Submit completed Purge Request Form (which must identify all written warnings the employee seeks to purge) to Human Resources.

- b. HR Office Staff:
 - i. Verify the Purge Request Form has been fully completed.
 - ii. Verify that all written warnings sought to be purged were given at least two (2) years prior to the date the employee submits the completed Purge Request Form.
 - iii. Transmit the completed Purge Request Form and associated documents to the HR Consultant for the Department in which the employee works.

- c. HR Consultant:
 - i. Transmits the completed Purge Request Form and associated documents to appropriate Department personnel for review. Responsible for follow-up to ensure Department reviews purge request in a timely manner.

- d. Department Personnel (Initial Review):
 - i. Reviews Purge Request Form and associated documents and completes Section 3a of the Purge Request Form.
 - ii. After completing Section 3a (and adding any additional pertinent comments), transmits Purge Request Form and associated documents to Department Personnel (Secondary Review).

- e. Department Personnel (Secondary Review):
 - i. Reviews Purge Request Form, associated documents, and information provided by Department Personnel (Initial Review).
 - ii. Completes relevant sections of Purge Request Form and recommends approval or denial of purge request.
 - iii. Transmits completed Purge Request Form and associated documents to Department's HR Consultant.

- f. HR Consultant:
 - i. Transmits completed Purge Request Form (which must contain a recommendation as to approval or denial of the purge request) to City Attorney's Office.

- g. City Attorney's Office:
 - i. Reviews completed Purge Request Form and associated documents and approves or denies purge request.
 - ii. Transmits decision letter to requesting employee, Department Personnel, and HR Consultant.

- h. HR Consultant, HR Staff, and Department Personnel:
 - i. If purge request is granted, remove applicable written warnings from the employee's official personnel file (both hard copy and electronic) maintained by the Human Resources Department.