

ADMINISTRATIVE ORDER NO. 32

Pursuant to Administrative Order, the City Administrator has granted to all department heads the authority to suspend an employee without pay for a period not exceeding 40 hours. Any discipline in excess of 40 hours must first be presented as a recommendation to the Administrator for review prior to imposing said discipline on the employee.

In any discipline case where the seriousness of the infraction may warrant an extended suspension or termination, employees must be granted a due process hearing. This hearing affords an employee the opportunity to present any information believed pertinent to the situation prior to disciplinary action being taken. (Refer to **Administrative Order No. 16**)

Disciplinary actions involving suspension and terminations shall be reviewed by the Personnel Department prior to issuance.

DATED this 31 day of March, 1993.

CITY OF BILLINGS

By: Mark S. Watson
Mark S. Watson
City Administrator