

# ADMINISTRATIVE REGULATIONS

OFFICE OF THE CITY ADMINISTRATOR

Number: 405  
Sections: 1-6  
Effective Date: August 1, 1982

SUBJECT: Processing Employment Terminations

1. Purpose. This Administrative Regulation establishes guidelines for the dismissal, demotion or reduction in pay of employees.
2. Authority. Section 401 of the City Charter.
3. Application. This regulation applies to all officers and employees of the City.
4. Reference. Huntington Beach Personnel Rules, Rule 7.
5. Policy. Employees shall be carefully evaluated during probation in order to minimize the necessity for dismissal, demotion or reduction in pay after probation.
6. Procedure.
  - 6.1 Department heads shall maintain complete documentation in writing of matters requiring disciplinary action and a continuing file of all verbal counseling including date, time and subject matter.
  - 6.2 Every attempt should be made to counsel employees with work difficulties, pointing out specific problems and specific requests for improvements.
  - 6.3 In the event dismissal, demotion or reduction in pay becomes necessary, the department head shall prepare a complete file including the "written statement of the reasons" for the dismissal, demotion or reduction in pay which is provided under Personnel Rule 7.
  - 6.4 The file and statement should be reviewed with the City Administrator and City Attorney and approval secured prior to termination.
  - 6.5 The notice of dismissal, demotion or reduction in pay shall be a straight forward notification of the action taken.

  
City Administrator

