

Office of Human Resources
1504 Reprimand Review Process

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**Georgia Department of Human Services
Human Resources Policy #1504**

Reprimand Review Process

Release Date: December 14, 2010

Revised Date: February 20, 2020

References: DHS Human Resources Policy #1501 — Classified Employee
Complaint Procedure

Next Review Date:

The following process is to be used by classified employees seeking reviews of written reprimands or written confirmation of oral reprimands.

Section A: Employee Eligibility

1. This process may be used by all Department of Human Services (DHS) classified employees whose employment averages twenty (20) or more hours a week.
2. An employee who has been notified of termination or is seeking relief or remedy on reprimand issues through the Georgia Commission on Equal Opportunity (GCEO) or other administrative or judicial process is not eligible to request a reprimand review.

Section B: Reprimand Definition

1. A written reprimand is part of the progressive discipline process. It serves as a warning to employees to improve performance and/or workplace behavior. A written reprimand or final written reprimand is generally issued before an employee is considered for suspension or termination barring any egregious matters. It typically includes the following information:
 - 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.
2. Written confirmation of an oral reprimand is a document that contains information similar to a written reprimand and has been issued to the employee.
 - a. Informal notation of an oral counseling that is only maintained in a supervisory file is not considered a written confirmation of an oral reprimand.

Section C: Reprimand Review Request

1. A reprimand review request may be filed by a classified employee who has received a written

reprimand or written confirmation of an oral reprimand, as defined in this policy.

2. A reprimand review request must be received by the employee's assigned Human Resources Representative (HRP) within ten (10) workdays of the employee receiving the reprimand.

Section D: Reprimand Review Form

1. A reprimand review request must be filed on the Reprimand Review Form. (See Attachment #1)
 - a. This form must be completed in its entirety. Any documentation which indicates why the reprimand is not appropriate must be submitted with the Reprimand Review Form.
 - b. Documentation submitted must include a copy of the written reprimand or written confirmation of an oral reprimand.
 - c. Employees may use state resources including supplies and equipment, to provide copies of reprimand related documents to their assigned HRP.

Section E: Group Reprimand Review

1. A reprimand review request may be filed by a group of classified employees, if its regarding the same issue(s).
 - a. Members of a group reprimand review cannot file an individual reprimand review on the same issue(s).
 - b. The group must select a spokesperson to present all matters of the reprimand review. The group may select up to two (2) spokespersons.
 - c. Only the spokesperson(s) for a group reprimand review may request to use reprimand review preparation time. If a group reprimand review has more than one spokesperson, the requested reprimand review preparation time is limited to a combined total of four (4) hours, as approved by the supervisor.
 - d. All members of a group reprimand review must sign the Reprimand Review Roster Form (Attachment #2) certifying that the reprimand review involves the same issue and they agree with the cause for the reprimand review, as indicated in Section D 1(a).

Section F: Reprimand Review Assessment

1. Upon receipt of a reprimand review request, the HRP 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 their review findings with a recommendation concerning the disposition of the reprimand to the OHR Director.
2. The OHR Director will review the findings, recommendations, and any other relevant information and issue a final decision to the employee.
 - a. The written decision will be issued within five (5) workdays of receipt of the review request by OHR.

- b. Copies of the final decision will be provided to the supervisor involved and the employee's assigned HRP.
3. The decision of the OHR Director is the final action on the reprimand.

Section G: Third Party Representation

1. Third party representation is not permitted under this process.

Section H: Reprimand Review Consolidation

1. When appropriate OHR may, consolidate multiple reprimand review requests by an employee into a single review; or,
2. Consolidate separate requests filed by two (2) or more employees regarding the same issue(s) into a single review.

Section I: Reprimand Review Request Withdrawal

1. A reprimand review request may be voluntarily withdrawn by the employee at any time during the review process. A reprimand review request that has been withdrawn is considered a closed matter and may not be refiled.

For additional information or assistance, please contact your local Human Resource Office, or email DHS-Policies@dhs.ga.gov.

1504 A1 Reprimand Review Form

1504 A2 Reprimand Review Group Roster