

PERSONNEL 3.0

Disciplinary Actions -- 3.8

Removal of Written Warnings -- 3.8.b

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Signature:

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POLICY

Written warnings must be removed from an employee's official personnel file and any satellite files after a period of two (2) years if the employee accrues no further written warnings or disciplinary actions for the same deficiency. Written follow-ups to oral warnings must also be removed from a satellite personnel files after a period of two (2) years if the employee accrues no further written warnings or disciplinary actions for the same deficiency.

APPLICABILITY

This policy applies to Local Health Department, Regional and Central Office employees who have received a written warning or written follow-up to an oral warning.

PURPOSE

To provide a mechanism through which an employee can clear his/her personnel file of disciplinary action.

PROCEDURE

It is the responsibility of the personnel manager and any other keeper of personnel files to insure the removal of all written warnings from an employee's official personnel file maintained in the Division of Personnel of the Department of Health (Nashville) and any other personnel file maintained at the employee's worksite and/or regional office after the two (2) year period if no further action was taken for the same deficiency.

Since written follow-up to oral warnings do not become part of an employee's official personnel file, supervisors who maintained any written follow-up to oral warnings should also remove these from the employee's files after two (2) years if no further action was taken for the same deficiency.

REFERENCE DOCUMENTS

1. T.C.A. 8-30-330
2. Rules of the Tennessee Department of Personnel, Chapter 1120-10-.07(3)(d)

OFFICE OF PRIMARY RESPONSIBILITY

Office of Human Resources, Department of Health, (615)741-6350

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