

Document Type: Policy  
Number: 5.05  
Effective: 05-01-06  
Revised: 08-23-10  
Legal References:

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### CORRECTIVE ACTION

In order to maintain an orderly, safe, and efficient work environment, the City of Boise will respond to and correct inappropriate employee behavior or conduct. The City will ensure that employees are treated with respect during the corrective action process and will comply with all applicable laws. Corrective action may include any or all of the following at the City's discretion: written or verbal warning, formal written reprimand, unpaid suspension, and dismissal.