

VII. SEPARATIONS OF EMPLOYMENT

C. SUSPENSION FROM DUTY

A suspension is a temporary separation from City service for disciplinary purposes if the case is not sufficiently serious to merit termination. An employee may be suspended with or without pay by the Department Director for a period not to exceed thirty (30) days within one calendar year. The City Manager may, at his/her discretion, extend the thirty (30) day suspension period. Suspensions without pay for exempt employees have specific Fair Labor Standards Act (FLSA) requirements; therefore all suspensions imposed on exempt employees must be reviewed by the Human Resources division prior to implementation.