



THE CITY OF NEW YORK
DEPARTMENT OF CORRECTION



DIRECTIVE

<input type="checkbox"/> NEW <input type="checkbox"/> INTERIM <input checked="" type="checkbox"/> REVISED		SUBJECT		
EFFECTIVE DATE		*TERMINATION DATE		
02/23/99		/ /		
CLASSIFICATION	SUPERSEDES	DATED	DISTRIBUTION	PAGE 1
#7500R-A	Directive #7500R	12/16/88	A	OF 7 PAGES
RECOMMENDED FOR APPROVAL BY REVIEW BOARD MEMBER		AUTHORIZED BY THE COMMISSIONER		
 WILLIAM J. FRASER, ACTING CHIEF OF DEPARTMENT SIGNATURE		 BERNARD B. KERIK SIGNATURE		

I. PURPOSE AND SCOPE

- A. To describe the procedural requirements of a disciplinary proceeding and the rights of civilian/non-managerial employees in a disciplinary action based on an employee's work performance and/or conduct.

Note: Non-managerial civilian employees having two (2) years employment and probable permanent employees shall have disciplinary issues referred to the Committee on Civilian Personnel for action through the Assistant Commissioner for Personnel.

- B. To detail the procedures for the two (2) types of formal disciplinary proceedings; namely, those governed by Section 75 of the New York State Civil Service Law, and those established by contractual agreements between employee unions and the City.
- C. This Directive does not address employee rights at Step II grievance proceedings or hearings held at the Office of Administrative Trials and Hearings (OATH) pursuant to Section 75 of the New York State Civil Service Law.

II. CIRCUMSTANCES WARRANTING DISCIPLINARY ACTION

- A. Disciplinary proceedings should be used whenever necessary. **WHENEVER PRACTICABLE, PRIOR CORRECTIVE COUNSELING SHOULD BE AFFORDED AN EMPLOYEE SO THAT HE OR SHE IS AWARE OF UNSATISFACTORY CONDUCT OR WORK PERFORMANCE.** Notice should be given that corrective steps may be initiated. Notes of conferences should be prepared and maintained by the supervisor. Where a formal corrective memorandum (Corrective Interview, Form #7500A, see Attachment A.) is prepared, a copy must be given to the employee. The corrective memorandum shall contain the following statement:

My signature represents solely acknowledgment of receipt of this memorandum and should not be construed as agreement with the contents of the document.

	EFFECTIVE DATE 02/23/99	SUBJECT CIVILIAN/NON-MANAGERIAL EMPLOYEES' DISCIPLINARY PROCEDURES	
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II. CIRCUMSTANCES WARRANTING DISCIPLINARY ACTION (cont.)

- C. A Corrective Interview is not a disciplinary action, and there is no requirement that a union representative be present.
- B. Disciplinary proceedings may be initiated for any violation of the Department's Rules and Regulations.
- D. Since all charges must be proven at a hearing, it is imperative that, in addition to supervisory notes, memoranda be obtained from potential witnesses, and all physical evidence be preserved.

III. INITIATING DISCIPLINARY ACTION

A. Facility/Division Responsibilities

In the event that a civilian/non-managerial employee violates a Department Rule or Regulation, the employee's supervisor shall draft a Memorandum of Complaint (not a Command Discipline) and forward the Memorandum of Complaint and all supporting documentation to the Assistant Commissioner for Trials through the appropriate chain of command.

B. Inspector General/Investigation Division Responsibilities

In the event that a civilian/non-managerial employee is charged with criminal activity, the Inspector General or Investigations Division shall draft a Memorandum of Complaint (not a Command Discipline) and forward the Memorandum of Complaint and all supporting documentation to the Assistant Commissioner for Trials.

C. Trials Division Responsibilities

Upon the receipt of a Memorandum of Complaint and all supporting documentation, the Assistant Commissioner for Trials shall draft and serve charges and specifications on the employee and forward the charges and specifications and proof of service to the employee's Facility/Division Head and the Director of Labor Relations. If, however, the charge is a violation of the employee's probation or drug-related or based on criminal activity, the Assistant Commissioner for Trials shall forward the charges and specifications and proof of service to the Assistant Commissioner for Personnel and the Director of Labor Relations.

D. Miscellaneous

Whenever charges are served on an employee, the following statement will be presented to the employee for signature:

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III. INITIATING DISCIPLINARY ACTION (cont.)

My signature solely represents acknowledgment of receipt of the attached charges and should not be construed as agreement with the contents of the document.

IV. SERVICE OF CHARGES AND SPECIFICATIONS

- A. Charges may be served either by personal service or by mail. If personal service cannot be made, a Notice of Informal Conference and Statement of Charges (Form #7500B, see Attachment B) shall be sent by registered mail (return receipt requested) to the employee's last known address of record. Where service is personal, the notice shall be issued at least five (5) workdays in advance of the scheduled Informal Conference. When service is by mail, an additional three (3) workdays shall be allowed.

Whenever charges and specifications are drafted, copies of the Statement of Charges and the Notice of informal conference shall be sent by either the employee's Facility/Division Head or Assistant Commissioner for Personnel, whichever is applicable, to the Director of Labor Relations, and the appropriate union headquarters (send union copy by registered mail, return receipt requested) and employee. In addition to notifying the headquarters union representative, the employee must be informed that (s)he may be represented by his/her union.

V. STEP 1 CONFERENCE

The Facility/Division Head (or designee) or the Assistant Commissioner for Personnel (or designee) (hereafter, Step 1 Conference Review Officer) shall conduct an informal conference on the date and time scheduled at the facility/command or Personnel Division for probationary employees. Such conference is to be informal in nature without transcript, minutes, or rules of evidence.

Where the Facility/Division Head is personally involved in the incidents resulting in charges against an employee, the informal conference shall be held by someone superior to the Facility/Division Head.

The parties shall attempt to reach a mutually acceptable solution. If an agreement is reached, a copy thereof shall be sent to both Director of Labor Relations and Assistant Commissioner for Trials. If unsuccessful, the Step 1 Conference Review Officer shall take any investigative steps necessary to the proper disposition of the charges and shall issue a written recommendation and, if applicable, a recommended penalty to the employee by the end of the fifth day following the date of the conference. Copies of the recommendation shall be sent to the Assistant Commissioner for Trials, the Director of Labor Relations, and employee.

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V. STEP 1 CONFERENCE (cont.)

If the employee is found guilty of the charges, the Informal Conference Review Officer shall exercise judgment as to the extent of the recommended penalty in relation to the seriousness of the offense and in light of both positive and negative aspects of the employee's overall personnel record.

One (1) of the following penalties may be agreed to and/or recommended:

- a. Reprimand;
- b. Fine, not to exceed thirty (30) days pay;
- c. Loss of vacation days;
- d. Suspension without pay, not to exceed two (2) months;
- e. Demotion to a lower Civil Service title and grade;
- f. Dismissal; or
- g. Any other lawful penalty agreed to by both parties, including loss of accrued compensatory time.

Note: Loss of "Pass Days" may not be recommended as a penalty.

VI. EMPLOYEE OPTIONS

Within five (5) days of notification to the employee of the recommended penalty, or eight (8) days if notified by registered mail, the employee must decide whether to accept or reject the penalty, or if covered by a labor contract, elect the Grievance Procedure Alternative to Section 75 of the Civil Service Law.

- A. The employee shall indicate acceptance of the recommended penalty by signing the ACCEPTANCE OF RECOMMENDED PENALTY form (Form #7500D, see Attachment D). The Facility/Division Head shall forward a copy of this form, the Notice of Informal Conference and Statement of Charges, and a summary of the Informal Conference to the Assistant Commissioner for Trials, the Assistant Commissioner for Labor Relations, and the employee.
- B. Failure to respond timely to the notification of recommended penalty shall be deemed a refusal to accept the recommended penalty. For permanent competitive employees; non-competitive employees who are war veterans or exempt volunteer firefighters; or non-competitive employees who have completed at least five (5) years of continuous service in the titles specified in Form 7500G (attached), the Facility/Division Head shall notify the Assistant Commissioner for Trials who will schedule a Section 75 hearing.

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VI. EMPLOYEE OPTIONS (cont.)

For all other cases, the implementation of the penalty shall be initiated in the facility. Where the recommendation is for demotion or termination of employment, the Assistant Commissioner for Personnel shall be notified and take the appropriate action.

- C. If an employee who is eligible for a Section 75 hearing refuses to accept the recommended penalty and so notifies the Step 1 Conference Review Officer within the prescribed time limitations, the Facility/Division Head or Assistant Commissioner for Personnel, as appropriate, shall notify the Assistant Commissioner for Trials, Director of Labor Relations and the employee for the purpose of scheduling a Section 75 hearing.
- D. If an employee is covered by a labor contract providing for a Disciplinary Grievance Procedure, and this procedure is so elected by the union with the employee's consent, the Director of Labor Relations shall be notified immediately for the purpose of scheduling a Step II Grievance Hearing at the Office of the Director of Labor Relations.

If the grievance procedure is chosen, both the employee and an authorized union official must sign and execute the WAIVER OF SECTION 75 HEARING AND ELECTION OF THE GRIEVANCE PROCEDURE. A copy of the summary of the Informal Conference along with the waiver form shall be forwarded immediately to the Director of Labor Relations. If the Waiver of Section 75 Hearing and Election of the Grievance Procedure is not signed, the matter will be referred to the Assistant Commissioner for Trials.

VII. STEP II GRIEVANCE HEARING

If the Waiver of Section 75 Rights and Election of Grievance Procedure is signed by the employee subsequent to the Step 1 Conference or the employee is not entitled to Section 75 rights, the employee is entitled to a Step II Grievance Hearing at the Office of the Director for Labor Relations. At the Step II Grievance Hearing, the employee may accept a penalty or resolve the matter by stipulation of settlement. If the employee does not accept a penalty or resolve the matter by stipulation of settlement, the Department may dismiss the charge, or sustain the charge and implement a penalty at the Step II Grievance Hearing.

Regardless of the final disposition of the matter, the Director of Labor Relations shall notify the Assistant Commissioner for Trials, the employee, the employee's Facility/Division Head and, if the charge is a violation of probation, the Assistant Commissioner for Personnel.

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VIII. CIVIL SERVICE LAW SECTION 75 HEARING

If the Waiver of Section 75 Rights and Election of Grievance Procedure is not signed by the employee subsequent to the Step 1 conference and the employee is entitled to Section 75 rights, the matter is referred to the Assistant Commissioner for Trials. The Assistant Commissioner for Trials shall schedule the matter for a hearing at the Office of Administrative Trials and Hearings.

At OATH, the matter may still be resolved through a negotiated plea agreement between the employee and Department with the approval of an Administrative Law Judge.

If the matter is not resolved through a negotiated plea agreement, an Administrative Law Judge will hold a full hearing at OATH. Subsequent to the hearing, the Administrative Law Judge shall forward a report and recommendation to the Commissioner. The Commissioner shall approve or disapprove the findings of the Administrative Law Judge and may also modify any recommended penalty.

Upon the Commissioner's final determination, the Assistant Commissioner for Trials shall notify the employee's Facility/Division Head, the employee, the Director of Labor Relations and, if the charge is a violation of the employee's probation, the Assistant Commissioner for Personnel.

IX. SUMMARY SUSPENSION

An employee may be suspended without pay for a period not to exceed thirty (30) days pending the outcome of the disciplinary proceedings. Such suspensions should only be undertaken in accordance with Department policies and procedures.

Recommendation for suspension prior to the service and disposition of charges should only be made where the circumstances are such that it would be dangerous or disruptive to continue the employee's presence in the location (e.g. violence or threats of imminent violence; disruption which interferes with the operation of the facility/division; gross insubordination.)

X. ATTACHMENTS

- A. CORRECTIVE INTERVIEW FORM (FORM #7500A)
- B. NOTICE OF INFORMAL CONFERENCE AND STATEMENT OF CHARGES (FORM #7500B)
- C. NOTICE OF DETERMINATION AFTER INFORMAL HEARING (FORM #7500C) ((CHARGES(S) UPHELD))
- D. ACCEPTANCE OF RECOMMENDED PENALTY (FORM #7500D)

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X. ATTACHMENTS (cont.)

- E. NOTICE OF DETERMINATION AFTER INFORMAL CONFERENCE (FORM #7500E)
((CHARGES(S) WITHDRAWN)
- F. WAIVER OF SECTION 75 HEARING AND ELECTION OF GRIEVANCE PROCEDURE
ALTERNATIVE (FORM #7500F).
- G. NON-COMPETITIVE TITLES LIST (FOR M #7500G)

XI. SUPERSEDES

Directive #7500R, NON-UNIFORMED EMPLOYEES DISCIPLINARY PROCEDURES,
dated 12/16/88.

XII. REFERENCE

- A. Directive #4257, COMMAND DISCIPLINE, dated 05/05/88 (as amended).
- B. Operations Order #09/87, MEMORANDUM OF COMPLAINT, dated 03/09/87.
- C. O/O #53/89, MEMORANDA OF COMPLAINT, dated 11/21/89.



**CORRECTION DEPARTMENT
CITY OF NEW YORK**

LABOR RELATIONS



CORRECTIVE INTERVIEW FORM

FORM NO. 7500A
EFF. 02/23/99
REF. DIR. #7500R-A

Employee:

Title:

Subject:

Disposition:

Interview by
(Print Name)

Signature:

Time:

Hrs.

Place :

Date:

My signature represents solely acknowledgement of receipt of this memorandum and should not be construed as agreement with the contents of the document.

Signature of Employee Interviewed: _____

Distribution :
Original - Director of Labor Relations
Copy - Appropriate Union Headquarters
Copy - Employee Folder



**CORRECTION DEPARTMENT
CITY OF NEW YORK**

LABOR RELATIONS



**NOTICE OF INFORMAL CONFERENCE
AND STATEMENT OF CHARGES**

FORM NO. 7500B
EFF. 02/23/99
REF. DIR. #7500A-B

Last Name:		First Name:		SS #:	
An Informal Conference will be held on:		In the Office of: Name/Title			Time:

You are hereby notified that the charges attached to this notice and made part thereof are preferred against you.

You may be represented by a union representative or an attorney at this conference.

The informal Conference Review Officer shall issue a written decision following the conference. The following penalties may be recommended by the Informal Conference Review Officer:

- (1) Reprimand;
- (2) Fine, not to exceed thirty (30) days pay;
- (3) Suspension without pay not to exceed two (2) months;
- (4) Demotion to a lower Civil Service title;
- (5) Dismissal;
- (6) Any other lawful penalty agreed to both parties.

Note: Loss of "Pass Days" may not be recommended as a penalty.

If you accept the findings and/or recommended penalty of the Informal Conference Review Officer, you must, within five (5) working days after receipt thereof, indicate your acceptance by signing a waiver of your right, if applicable, to proceed under Section 75 and 76 of the New York State Civil Service Law and/or the Grievance Disciplinary Procedure specified in your union contract.

If you are not satisfied with the recommended penalty of the Informal Conference Review Officer, you must, within five (5) working days after receipt thereof, indicate your acceptance by signing a waiver of your right, if applicable, to proceed under Section 75 and 76 of New York State Civil Service Law and/or the Grievance Disciplinary Procedure specified in your union contract.

If you are not satisfied with the recommended penalty and your Civil Service status entitles you to the provisions of Section 75 and 76 of the Civil Service Law, the Department of Correction shall proceed to schedule a hearing in accordance with the law.

If you are in a title covered by a Union contract with a grievance disciplinary clause, then, within five (5) days of receipt of the Conference Review Officer's decision, the Union with your consent may elect to proceed in accordance with the matter to the Grievance Procedure, you and the Union must file with the Warden and/or Administrative Location Head a written waiver of your right to proceed under Section 75 and 76 of the Civil Service Law or any purpose of enforcing an arbitrator's award, if any.

This waiver shall constitute a request for a Step II appeal of the Informal Conference Review Officer's recommendation, and shall be forwarded immediately to the Director of Labor Relations.

If you are found guilty of any of the charges at a hearing conducted in accordance with Section 75 and 76 of the Civil Service Law, the penalty or punishment imposed may consist of either: dismissal; demotion in grade and title; suspension without pay for a period not to exceed sixty (60) days; a fine, not exceeding \$100.00; a reprimand; or any other lawful penalty agreed to by both parties.

Please take notice that you are allowed eight (8) days from receipt of this document to serve and file an **ANSWER** to the so elect, such answer should be filed with the Assistant Commissioner for Trials, Department of Correction, 60 Hudson Street, New York, NY 10013.

All further notices or communications addressed to you in connection with these charges will be mailed to the latest address on record on the Department of Correction.

Signature Facility / Division Head:	Date:
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My signature represents solely acknowledgment of receipt of the attached charges and should not be construed as agreement with the contents of the document.

Received Signature Employee:	Date:
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Distribution :

- Original - Director of Labor Relations
- Copy - Appropriate Union Headquarters
- Copy - Employee Folder



**CORRECTION DEPARTMENT
CITY OF NEW YORK**

LABOR RELATIONS



**NOTICE OF DETERMINATION AFTER
INFORMAL HEARING ((CHARGE(S) UPHELD))**

FORM NO. 7500C
EFF. 02/23/99
REF. DIR. #7500R-A

Last Name:	First Name:	SS #:	Date:
Date of Informal Conference:	In the Office of Name/Title:		Time:

After considering all the evidence presented before me at the informal conference, I find that the following charge (s) and specification (s) have been established:

Therefore, I have recommended that the following penalty be imposed:

If you accept my recommendation, you must within five (5) work days of the date of this letter indicate your acceptance, and you must sign a waiver of your right to the procedures available to you under Section 75 and 76 of the Civil Service Law, if applicable, and/or the Grievance Disciplinary Procedure, if any, specified in your union contract.

If you do not accept my decision, or do not respond within five (5) work days, then the Department of Correction shall proceed to hold a hearing, in accordance with Section 75 of the Civil Service Law, if applicable, on the charges already served upon you.

Your union with your consent may choose to proceed in accordance with the Grievance Procedure set forth in its contract with the City of New York. However, as a condition for submitting the matter to the Grievance Procedure, you and your union must file a written waiver of the right to utilize the procedures available to you pursuant to Sections 75 and 76 of the Civil Service Law, if applicable.

If an election is made to proceed pursuant to the Grievance Procedure, then a written appeal must also be made to the Director of Labor Relations within five (5) working days after receipt of this notice.

Signature Conference Leader:	Title
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Date Served:	Served by:
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Distribution :
 Original - Director of Labor Relations
 Copy - Appropriate Union Headquarters
 Copy - Employee Folder



**CORRECTION DEPARTMENT
CITY OF NEW YORK**

LABOR RELATIONS



ACCEPTANCE OF RECOMMENDED PENALTY

FORM NO. 7500D
EFF. 02/23/99
REF. DIR. #7500R-A

Last Name:	First Name:	Date:
Date of Informal Conference:	In the Office of Name/Title:	Time:

I have been advised that the penalty recommended for the Charges and Specifications, as the result of the Informal hearing held on the above date, is as follows (set forth penalty):

I am fully aware that I am entitled to disciplinary hearing pursuant to Section 75 of the Civil Service Law and that I may elect to appeal from an adverse decision rendered after such hearing either to the Supreme Court of the State of New York or to the New York City Civil Service Commission in accordance with the procedures set forth in Section 76 of the Civil Service Law. I WAIVE ALL RIGHTS GRANTED TO ME UNDER THE PROVISIONS OF SECTION 75 AND 76 OF THE CIVIL SERVICE LAW AND I ACCEPT THE PENALTY SPECIFIED ABOVE, subject to the approval of the appointed officer. (This section applies only to employees described in Directive #7500R, Section I.A.)

I am also fully aware that if I am covered by a collective bargaining agreement between a union and the City of New York that affords the grievance procedure as an alternative to the Civil Service Law procedure, referred to above, my union, with my consent, may alternatively choose to proceed in accordance with the Grievance Procedure set forth in the said union agreement. I WAIVE ALL RIGHTS OF APPEAL THROUGH THE GRIEVANCE PROCEDURE GRANTED TO ME UNDER ANY AND ALL COLLECTIVE BARGAINING AGREEMENTS BETWEEN ANY UNION WHICH REPRESENTS MY TITLE AND THE CITY OF NEW YORK, AND I ACCEPT THE PENALTY SPECIFIED ABOVE.

I am fully aware that this waiver of my right to a Section 75 hearing and/or to a hearing under the grievance procedure alternative is FINAL, IRREVOCABLE AND BINDING.

Signature Employee:	Date:
Witness:	Date:

Distribution :
 Original - Director of Labor Relations
 Copy - Appropriate Union Headquarters
 Copy - Employee Folder



**CORRECTION DEPARTMENT
CITY OF NEW YORK**

LABOR RELATIONS



**NOTICE OF DETERMINATION AFTER INFORMAL
CONFERENCE ((CHARGE (S) WITHDRAWN))**

FORM NO. 7500E
EFF. 02/23/99
REF. DIR. #7500R-A

Last Name:	First Name:	Date:
Date of Informal Conference:	In the Office of Name/Title:	Time:

AFTER CONSIDERING ALL THE EVIDENCE PRESENTED AT THE INFORMAL CONFERENCE, I FIND THAT THE CHARGES AGAINST YOU HAVE NOT BEEN ESTABLISHED.

THEREFORE, **ALL CHARGES HAVE BEEN DISMISSED.**

Conference Leader (Print Name):	Title:
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Signature Conference Leader:	Date:
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Served By:	Date:
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Date Served:

Distribution :
 Original - Director of Labor Relations
 Copy - Appropriate Union Headquarters
 Copy - Employee Folder



**CORRECTION DEPARTMENT
CITY OF NEW YORK**

LABOR RELATIONS



**WAIVER OF SECTION 75 HEARING AND ELECTION
OF GRIEVANCE PROCEDURE ALTERNATIVE**

FORM NO. 7500F
EFF. 02/23/99
REF. DIR. #7500R-A

Last Name:	First Name:	Title:	Date:
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Agency:	Date of Charges:
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I acknowledge receipt of Charges and Specifications. I have been advised that the penalty recommended for the said Charges and Specifications is as follows (set forth penalty):

**I REFUSE TO ACCEPT SAID DECISION
AND PENALTY RECOMMENDED**

I am fully aware of the fact that I am entitled to a disciplinary hearing pursuant to Section 75 of the Civil Service Law and that I may elect to appeal an adverse decision rendered after such hearing to either the Supreme Court of the State of New York or the City Civil Service Commission in accordance with the procedures set forth in Section 75 and 76 of the Civil Service Law. (This section applies only to employees described in Directive #7500R, Section I. A.)

I am also fully aware that as an alternative, the Union with my consent may elect to proceed in accordance with the Grievance Procedure set forth in its contract with the City of New York including the right to proceed to binding arbitration, and I so consent. As a condition for submitting this matter to the Grievance Procedure, I hereby file with the Warden and/or Location Head this written waiver of the right to utilize the procedures available to me pursuant to Sections 75 and 76 of the Civil Service Law or any other administrative or judicial tribunal, except for the purpose of enforcing an arbitrator's award, if any. I am fully aware that this waiver of my right to a Section 75 hearing is final and irrevocable.

Signature of Employee:	Date:
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Witness:	Date:
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UNION WAIVER

In connection with the above-captioned matter, this union

(specify) _____

chooses to proceed in accordance with the Grievance Procedure set forth in its contract with the City of New York and irrevocably waives the right to utilize the procedures of any other administrative or judicial tribunal, except for the purpose of enforcing an arbitrator's award, if any.

Authorized Official (Signature):	Title:	Date:
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Witness:	Date:
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Distribution :
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 Copy - Appropriate Union Headquarters
 Copy - Employee Folder



**CORRECTION DEPARTMENT
CITY OF NEW YORK**

LABOR RELATIONS



NON-COMPETITIVE TITLES LIST

FORM NO. 7500G
EFF. 02/23/89
REF. DIR. #7500R-A

EMPLOYEES WHO HAVE COMPLETED AT LEAST FIVE (5) YEARS OF CONTINUOUS SERVICE IN THE TITLES SPECIFIED BELOW ARE COVERED BY SECTIONS 75 AND 76 OF THE CIVIL SERVICE LAW:

CHAPLAIN

MOTION PICTURE OPERATOR (Correction) (Paid on a per session basis)

RESIDENT CHAPLAIN (Correctional Institutions)

SOCIAL SCIENCE AIDE (Not to exceed 250 sessions per year;
maximum tenure 2 years)

BAKER

COMMUNITY ASSISTANT

COMMUNITY ASSOCIATE

COMMUNITY COORDINATOR

COOK

DIETARY AIDE

LICENSED BARBER (Correction)

RECREATION DIRECTOR (Part-time) (Maximum tenure 720 hours
per calendar year)

SENIOR ADDICTION SPECIALIST (Methadone)

SENIOR BAKER

SENIOR COOK

SHOEMAKER

STAFF NURSE



THE CITY OF NEW YORK
DEPARTMENT OF CORRECTION



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 WILLIAM J. FRASER, CHIEF OF DEPARTMENT		 BERNARD B. KERIK	

REVISION NOTICE

- A. Section 1, paragraph A, sub-paragraph entitled "**Note**" is revised to read:

Note: Non-managerial civilian employees having less than two (2) years employment and probable permanent employees shall have disciplinary issues referred to the Committee on Civilian Personnel for action through the Assistant Commissioner for Personnel.

NEW MATERIAL UNDERLINED

- B. All other provisions of Directive 7500R-A remain in full force and effect



THE CITY OF NEW YORK
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 WILLIAM J. FRASER, CHIEF OF DEPARTMENT SIGNATURE		 BERNARD B. KERIK SIGNATURE	

REVISION NOTICE

- A. Directive #7500R-A, entitled CIVILIAN/NON-MANAGERIAL EMPLOYEES' DISCIPLINARY PROCEDURES, dated 02/23/99 (as amended) is hereby amended as follows:
1. Remove original page 7 of Directive #7500R-A. Replace with new page 7, dated 05/17/00 (NEW MATERIAL UNDERLINED).
 2. Add Attachment H, CIVILIAN DISCIPLINARY FLOW CHART.
- B. All other provisions of Directive #7500R-A remain in full force and effect.

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X. ATTACHMENTS (cont.)

- E. NOTICE OF DETERMINATION AFTER INFORMAL CONFERENCE (FORM #7500E)
((CHARGES(S) WITHDRAWN)
- F. WAIVER OF SECTION 75 HEARING AND ELECTION OF GRIEVANCE PROCEDURE
ALTERNATIVE (FORM #7500F)
- G. NON-COMPETITIVE TITLES LIST (FORM #7500G)
- H. CIVILIAN DISCIPLINARY FLOW CHART

XI. SUPERSEDES

Directive #7500R, NON-UNIFORMED EMPLOYEES DISCIPLINARY PROCEDURES,
dated 12/16/88.

XII. REFERENCE

- A. Directive #4257, COMMAND DISCIPLINE, dated 05/05/88 (as amended).
- B. Operations Order #09/87, MEMORANDUM OF COMPLAINT, dated 03/09/87.
- C. O/O #53/89, MEMORANDA OF COMPLAINT, dated 11/21/89.

Civilian Disciplinary Flow Chart

