

# CITY OF MADISON

## “Just cause” for employee discipline

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Employees should only be disciplined for just cause. “Just cause” is a set of criteria that helps protect employees from unfair and unjust decisions. If discipline is challenged, these are generally the questions an arbitrator, or neutral third party, will use to review the case.

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### Notice

- Did we give to the employee forewarning or foreknowledge of the possible or probable disciplinary consequences of their conduct?

### Reasonable Rule

- Was the rule or order that was violated reasonably related to the orderly, efficient and safe operation of the employee’s work program?

### Complete Investigation

- Did we, before administering discipline to an employee, make an effort to discover whether the employee violated or disobeyed a rule or order?

### Fair

- Was our investigation conducted fairly and objectively?

### Proof

- Did we obtain substantial evidence or proof that the employee violated or disobeyed a rule or order?

### Equal Treatment

- Have we applied our rules, orders and penalties evenhandedly and without discrimination to all employees?

### Appropriate Level of Discipline

- Was the degree of discipline we administered related to the seriousness of the employee’s conduct and the record of the employee in their service with the City?