

Miami-Dade County



End User Training Resource Guide

Course Code: DPR 304

**Course Title: Departmental HR – Updating Team
Information**

Updated 01/10/2025

Revision History

Person	Date	Version	Description of Change
Jim Lasick	10/22/2024	1.0	Initial Draft
Francisca Montes de Oca	10/28/2024	2.0	Style guide changes
Jim Lasick	11/21/2024	3.0	Content updates
Jim Lasick	1/10/2025	3.0	Style guide changes

Guide Overview

Guide Description

This guide provides a comprehensive review of the Updating Team Information processes. Topics include Discipline Management, Retirement, Separation and Leave of Absence Transactions.

This guide consists of the following modules:

- Module 1: Course Introduction
- Module 2: Updating Team Information
- Module 3: Course Summary

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Module 1: Introduction

Topics

This module covers the following topics:

- Learning Objectives
- Roles and Responsibilities
- Navigation
- Purpose and Benefits
- The End-to-End Business Process

Module 1: Introduction

Learning Objectives

At the conclusion of this guide, participants will be able to:

- Record and manage disciplinary records of employees
- Record Retirement, Separation and Leave of Absence Transactions

Module 1: Introduction

Audience: The following roles are associated with this topic and will play a part in conducting the related business processes for the County:

Roles and Responsibilities

- **Constitutional Office Department Personnel Representative:** The Constitutional Office Department Personnel Representative is responsible for reviewing and approving Employee Self-Service (ESS) and Manager Self-Service (MSS) transactions.
- **Department Personnel Representative (DPR):** The Department Personnel Representative is responsible for reviewing and approving Employee Self-Service (ESS) and Manager Self-Service (MSS) transactions.
- **Manager:** The Manager is responsible for reviewing and approving HCM Module transaction types including Time & Labor, Absence, Leave of Absence (LOA), ePerformance, Retirement, and Terminations through the Manager Self-Service (MSS) functionality.

Module 1: Introduction

Purpose and Benefits

The purpose and benefits to the Updating Team Information business process include:

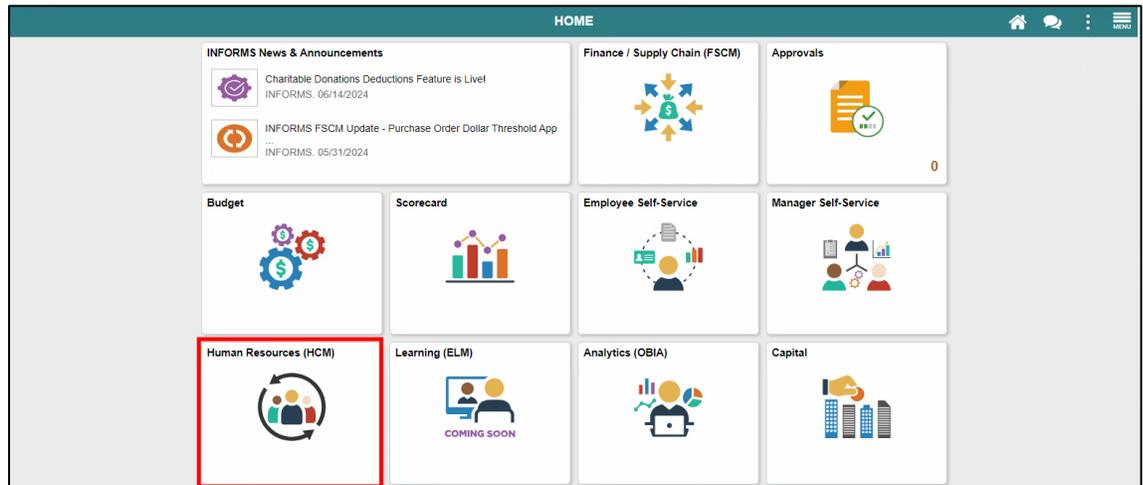
- Reduce paper processes (Electronic workflows)
- Employee Empowerment (Employee Self Service and Manager Self-Service and mobile capabilities)
- Reduction of processing time
- Recruit to Hire to Paycheck in one system
- Enhanced Reporting
- Job Opening - Defaults from Position
- Default Compensation, Add/Remove Components of Pay and Calculate Adjusted Rate
- Integrated payment and accounting for expense reimbursement
- Consolidated Benefit Billing System – Leave of Absence (LOA), retirees, and benefit billing all in one system

Module 1: Introduction

Navigation

Below are the steps to navigate to **Human Resources (HCM)**, which will be used for navigation in the rest of this guide:

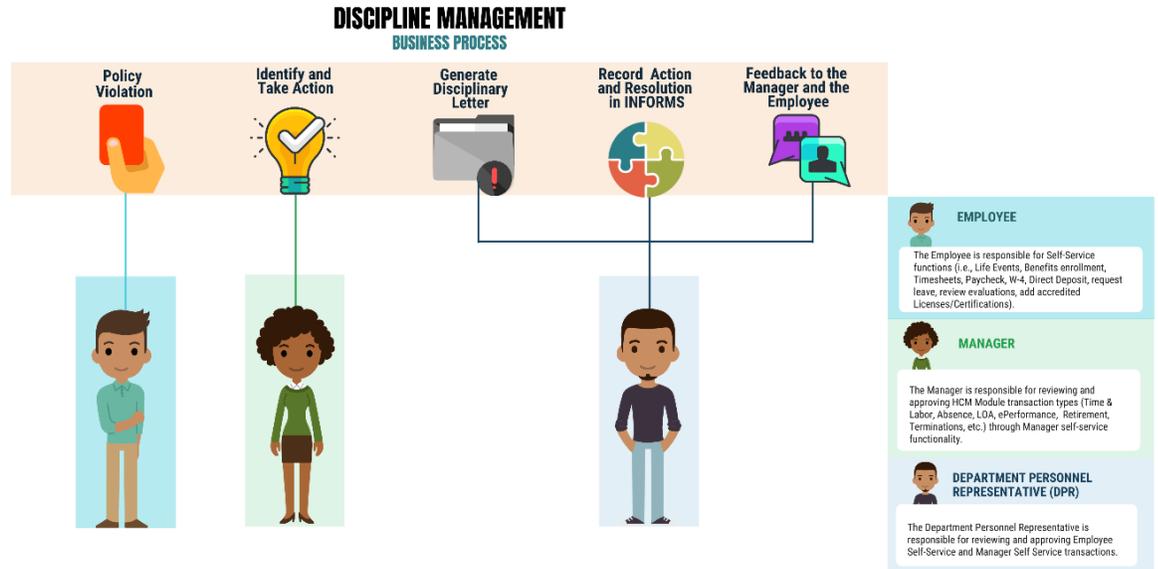
Login to INFORMS and select **Human Resources (HCM)** from the home landing page below:



Module 1: Introduction

The End-to-End Business Process

INFORMS HCM allows Department Personnel Representatives (DPRs) to record and manage disciplinary records of employees, retirement and resignation requests of employees, involuntary separation of employee, and approve payroll transactions.



Module 1: Introduction

Module 1: Introduction Summary

The following key concepts were covered in this module:

- Learning Objectives
- Roles and Responsibilities
- Purpose and Benefits
- Navigation
- The End-to-End Business Process

Module 2: Updating Team Information

Lessons

This module includes the following lessons:

- Discipline Management
- Retirement, Separation and Leave of Absence Transactions

Lesson 1: Discipline Management

Lesson 1: Overview

At the conclusion of this lesson, you will be able to:

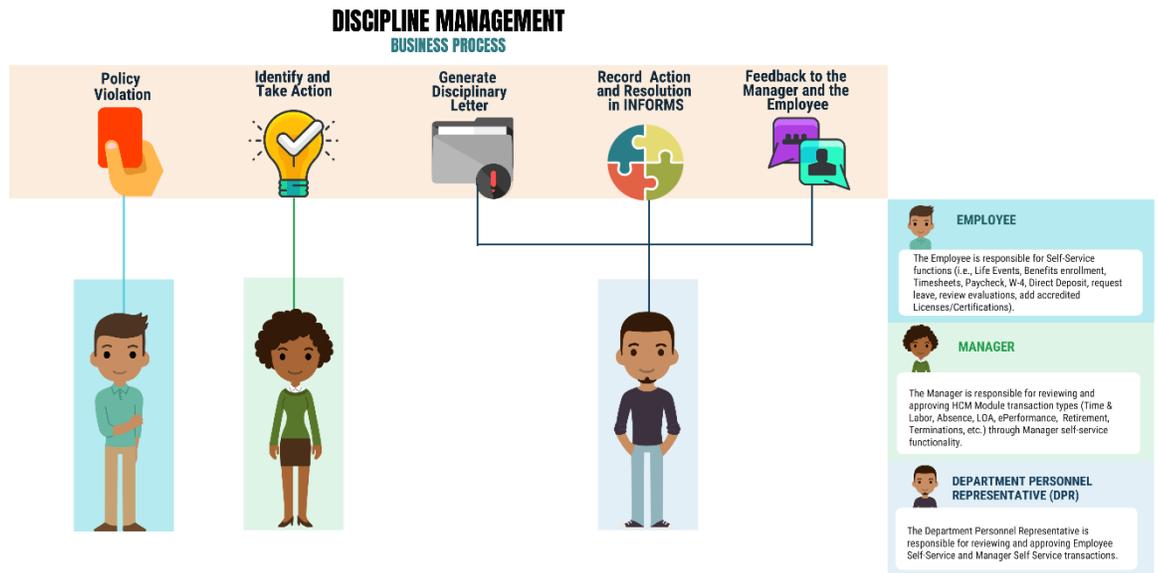
- Record Employee Disciplinary Action and Action Taken Records
- Record Employee Disciplinary Resolution Records

Lesson 1: Discipline Management

Lesson 1: Introduction

The Discipline Management process is to allow the department to take disciplinary actions, corrections, and resolutions against violators of County policies. Policy violators are given disciplinary letters, and their respective Managers identify and act upon the corresponding disciplinary action. Alongside the Manager, the Department Personnel Representative (DPR) records the disciplinary action(s) of the employee, actions taken by the Manager, and disciplinary resolution to close the policy violation.

INFORMS provides the Record Administrative Actions page to enable Managers and DPRs to create and manage disciplinary records and resolutions for employees who violated policies and regulations.



Lesson 1: Discipline Management

Key Terms



The following key terms are used in this lesson:

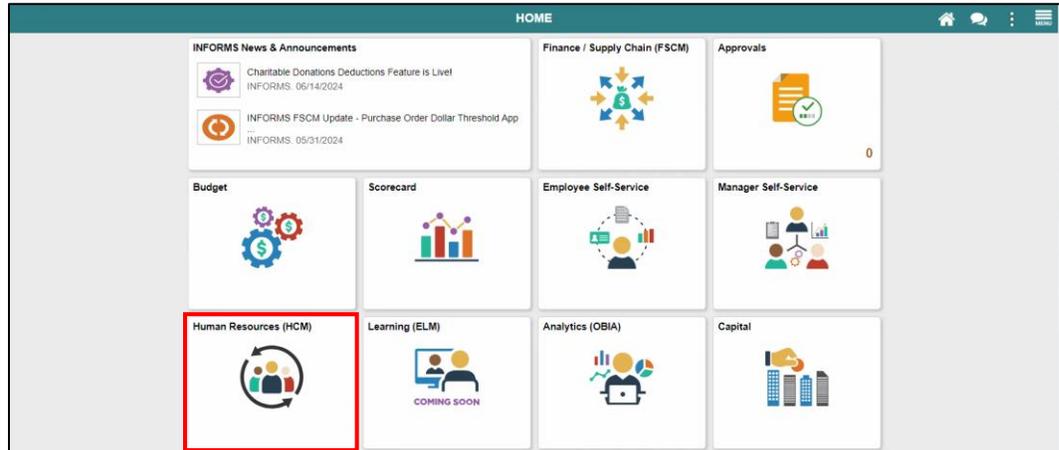
Term	Definition
Department Personnel Representative (DPR)	The Department Personnel Representative is responsible for reviewing and approving Employee Self-Service and Manager Self Service transactions.
Disciplinary Action	Corrective action to reprimand the employee based on the violation.
Disciplinary Letter	A written memo addressed to the employee for the violation made.
Disciplinary Resolution	Recommended final action that the County will take to resolve the violation made.
Violations	Policy or departmental based offenses made by the employee.

Lesson 1: Discipline Management

Lecture 1: Record Employee Disciplinary Action and Action Taken Records

As a DPR, create a disciplinary action and disciplinary action taken record in INFORMS.

1. Log into INFORMS and select **Human Resources (HCM)** from the home landing page below.



2. Select **HR Administration**.



Lesson 1: Discipline Management

Lecture 1:
Record
Employee
Disciplinary
Action and
Action Taken
Records

3. Select **Labor Administration**.
4. Select **Record Administrative Actions**.
5. Populate the **Search Criteria** as needed, and then select **Search**.
6. Select an employee who violated a policy or regulation.

HR Administration

Record Administrative Actions
Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

Search Criteria

Empl ID begins with

First Name begins with

Last Name begins with

Payroll Status =

Employee Classification begins with

Employee Type =

Business Unit begins with

Supervisor ID begins with

Job Title begins with

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Search Results
Only the first 300 results can be displayed.

[View All](#) 1-100 of 300

Empl ID	First Name	Last Name	Payroll Status	Employee Classification	Employee Type	Supervisor ID	Job Title
00000374	Luis	Moreno	Retired	AA	Excep Hrly	00403158	Constructi
00000468	Randall	Camacho	Active	AA	Hourly	00011998	Waste Trac
00000486	Juan	Guillama	Retired	AZ	Hourly	(blank)	Inactive C
00002052	Anthony	Clay	Active	AA	Hourly	00023568	Waste Supe

Lesson 1: Discipline Management

Lecture 1:
Record
Employee
Disciplinary
Action and
Action Taken
Records

7. Make sure to complete the mandatory and other relevant fields in the **Disciplinary Action** tab. In this example:
 - **Type:** Search and select **Disciplinary Type** from the **Look Up** pop-up window.
 - **Incident Date:** Select the month, day, and year from the calendar icon when the violation occurred.
 - **Disciplinary Date:** Select the month, day, and year from the calendar icon when the disciplinary action will be imposed.
 - **Violations:** Search and select **Violations** from the **Look Up** pop-up window.
Note: The description is auto populated based on the selection.
 - **Discipline Offenses:** Search and select **Disciplinary Offense** from the **Look Up** pop-up window.
Note: The description is auto populated based on the selection.

HR Administration

Disciplinary Action | Action Taken | Disciplinary Resolution | MD Appeals

Randall Camacho | Person ID: 00000468

Total Incident: 0

Countywide Disciplinary Action

*Type: [Search] | Confidential: | + -

*Incident Date: [Calendar] | Associated DAR Number: [Text]

Cost: [Text] | Disciplinary Status: Active

Entered By: 00036961 | Trinese Lamb

Supervisor ID: 00011998 | Arnaldo Perez

Initiating Supervisor: [Search]

*Report Date: [Calendar]

Violations

Violations	Description		
1 [Search]		+	-

Discipline Offenses

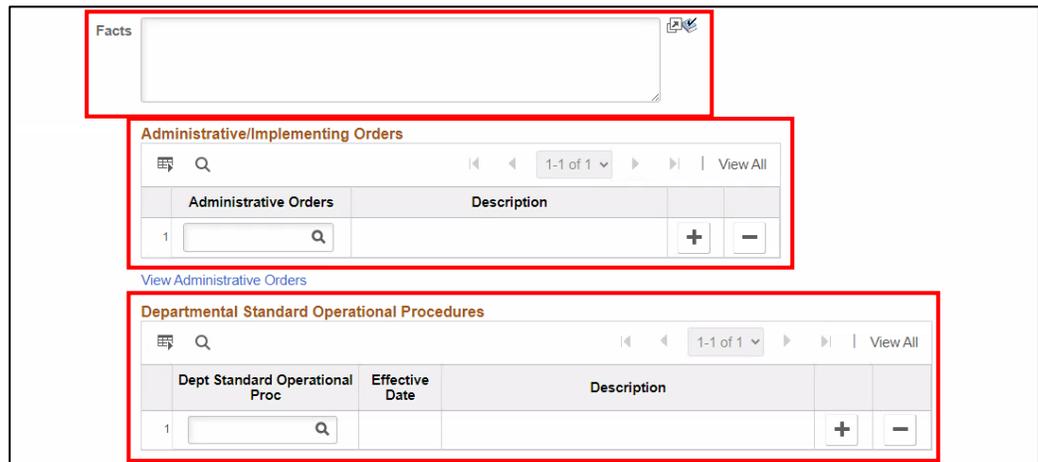
Disciplinary Offence	Description		
1 [Search]		+	-

Lesson 1: Discipline Management

Lecture 1:
Record
Employee
Disciplinary
Action and
Action Taken
Records

- **Facts:** Provide the Facts related to the Discipline Offense.
- **Administrative/Implementing Orders:** Search and select **Administrative Orders** from the **Look Up** pop-up window.
- **Note:** The description is auto populated based on the selection.
- **Departmental Standard Operational Procedures:** Search and select **Dept Standard Operation Proc** from the **Look Up** pop-up window.

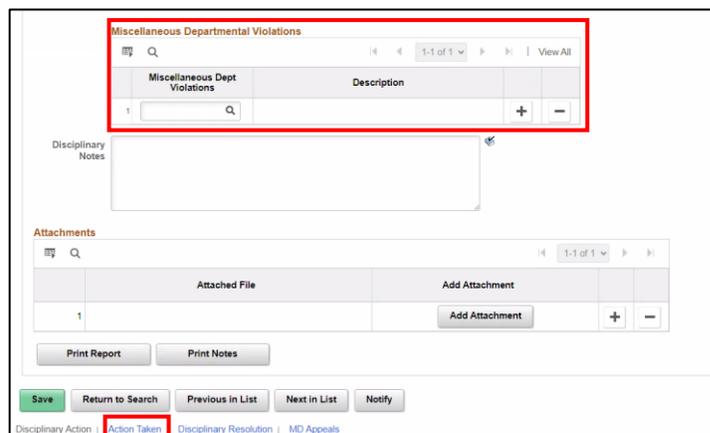
Note: This is unique to every department and each department can select a violation as needed.



- **Miscellaneous Departmental Violations:** Search and select **Miscellaneous Departmental Violations** from the **Look Up** pop-up window.

Note: This is unique to every department and each department can select a violation as needed.

8. Select the **Action Taken** hyperlink.



Lesson 1: Discipline Management

Lecture 1:
Record
Employee
Disciplinary
Action and
Action Taken
Records

9. Make sure to complete the mandatory and other relevant fields in the **Action Taken** tab. In this example:
 - **Disciplinary Step:** Type the **Disciplinary Step**, or search and select it from the **Look Up** pop-up window.
 - **Action Date:** Type the date, or select the month, day, and year from the calendar icon when the disciplinary action is conducted.
 - **Discussed With:** Type the **Empl ID** of the Manager whom the employee discussed with regarding the disciplinary action, or search and select it from the **Look Up** pop-up window.
10. Select **Save** to create the Disciplinary record.

Note: The DPR will receive a receipt notification once the record is saved.

The screenshot displays the 'HR Administration' interface. At the top, there are navigation tabs: 'Disciplinary Action', 'Action Taken' (highlighted in green), 'Disciplinary Resolution', and 'MD Appeals'. Below the tabs, the user's name 'Randall Camacho' and 'Person ID 00000468' are visible. A 'Total Incident' count of '1' is shown. The main content area is divided into sections: 'Disciplinary Information' and 'Action Taken'. The 'Action Taken' section is highlighted with a red box and contains the following fields:

- *Disciplinary Step: A text input field with a search icon and '+' '-' buttons.
- *Action Date: A date input field showing '11/12/2024' with a calendar icon.
- Discussed With: A text input field with a search icon.
- Comment: A large text area with a 'Print' icon.

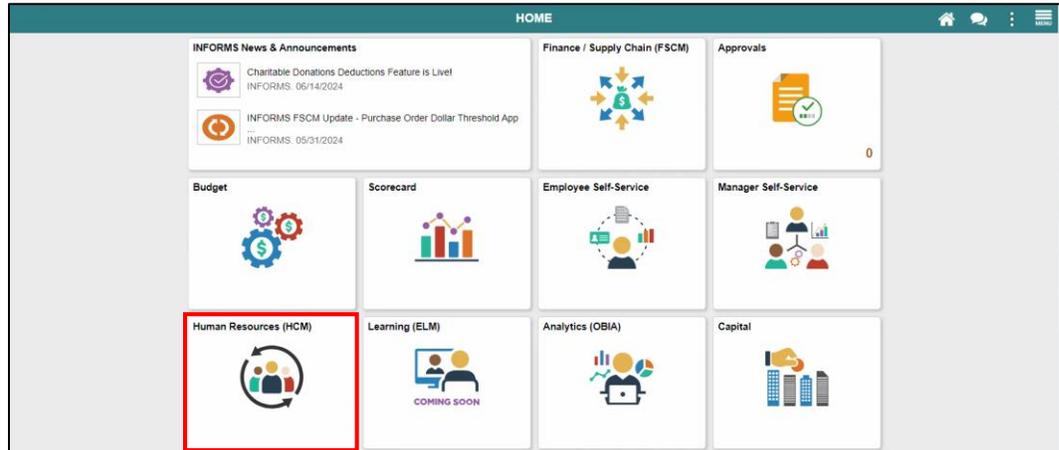
 Below these fields are 'Print Report' and 'Print Notes' buttons. At the bottom of the interface, there is a 'Save' button (highlighted in green), 'Return to Search', 'Previous in List', 'Next in List', and 'Notify' buttons. A breadcrumb trail at the very bottom reads: 'Disciplinary Action | Action Taken | Disciplinary Resolution | MD Appeals'.

Lesson 1: Discipline Management

Lecture 2: Record Employee Disciplinary Resolution Records

As a DPR, create a disciplinary action and disciplinary action taken record in INFORMS.

1. Log into INFORMS and select **Human Resources (HCM)** from the home landing page below.



2. Select **HR Administration**.



Lesson 1: Discipline Management

Lecture 2:
Record
Employee
Disciplinary
Resolution
Records

3. Select **Labor Administration**.
4. Select **Record Administrative Actions**.
5. Populate the **Search Criteria** as needed, and then select **Search**.
6. Select an employee who violated a policy or regulation.

HR Administration

Record Administrative Actions
Enter any information you have and click Search. Leave fields blank for a list of all values.

Search Criteria

- Empl ID: begins with []
- First Name: begins with []
- Last Name: begins with []
- Payroll Status: = []
- Employee Classification: begins with []
- Employee Type: = []
- Business Unit: begins with [SW]
- Supervisor ID: begins with []
- Job Title: begins with []

Case Sensitive

Search **Clear** Basic Search [Save Search Criteria](#)

Search Results
Only the first 300 results can be displayed.

View All 1-100 of 300

Empl ID	First Name	Last Name	Payroll Status	Employee Classification	Employee Type	Supervisor ID	Job Title
00000374	Luis	Moreno	Retired	AA	Excep Hrly	00403158	Constructi
00000468	Randall	Camacho	Active	AA	Hourly	00011998	Waste Trac
00000486	Juan	Guillama	Retired	AZ	Hourly	(blank)	Inactive C
00002052	Anthony	Clay	Active	AA	Hourly	00023568	Waste Supe

Lesson 1: Discipline Management

Lecture 2:
Record
Employee
Disciplinary
Resolution
Records

7. Select the **Disciplinary Resolution** tab.
8. Make sure to complete the mandatory and other relevant fields in the **Disciplinary Resolution** tab. In this example:
 - **Recommended Action:** Search and select **Resolution Type** from the **Look Up** pop-up window.
 - **Suspension Begin Date:** Type the date, or select the month, day, and year from the calendar icon when the suspension starts.
 - **Suspension End Date:** Type the date, or select the month, day, and year from the calendar icon when the suspension ends.
 - **Standardized Countywide Settlement Agreements and Letters:** Search and select Agreement from the Look Up pop-up window.
 - **Departmental Agreements:** Search and select Departmental Agreements from the Look Up pop-up window.
 - **Departmental Letters:** Search and select **Departmental Letters** from the **Look Up** pop-up window.

HR Administration

New Window | Help | Pers

Disciplinary Action | Action Taken | **Disciplinary Resolution** | MD Appeals

Randall Camacho Person ID 0000468
Total Incident 1

Disciplinary Resolution 1 of 1 | View All

Reported Date 11/12/2024
Disciplinary Type DAR Disciplinary Action Report DAR Number 1447
Recommended Action [Search]
Final Action [Search]
Final Action Date [Calendar] Date Received [Calendar] Deadline Date [Calendar]
Suspension Begin Date [Calendar] Suspension End Date [Calendar]
 Promotion Waived Transfer Section Next Eligibility Date [Calendar]

Standardized Countywide Settlement Agreements and Letters 1-1 of 1 | View All

Agreements	Description		
1 [Search]		+	-

Departmental Agreements 1-1 of 1 | View All

Departmental Agreements	Description		
1 [Search]		+	-

Departmental Letters 1-1 of 1 | View All

Departmental Letter	Description		
1 [Search]		+	-

Lesson 1: Discipline Management

Lecture 2:
Record
Employee
Disciplinary
Resolution
Records

9. Scroll down, and then select **Save**.

The screenshot shows the 'Departmental Letters' form. At the top, there is a search bar and a table with the following structure:

Departmental Letter	Description		
1		+	-

Below the table is a 'Resolution Comments' text area with a character count of '254 characters remaining'. At the bottom of the form, there are several buttons: 'Print DAR', 'Print Notes', 'Save' (highlighted with a red box), 'Return to Search', 'Previous in List', 'Next in List', and 'Notify'. A breadcrumb trail at the very bottom reads: 'Disciplinary Action | Action Taken | Disciplinary Resolution | MD Appeals'.

Lesson 1: Discipline Management

Lesson 1 Summary



Now that you have completed the lesson, you should be able to:

- Record Employee Disciplinary Action and Action Taken Records
- Record Employee Disciplinary Resolution Records

Lesson 2: Retirement, Separation and Leave of Absence Transactions

Lesson 2: Overview

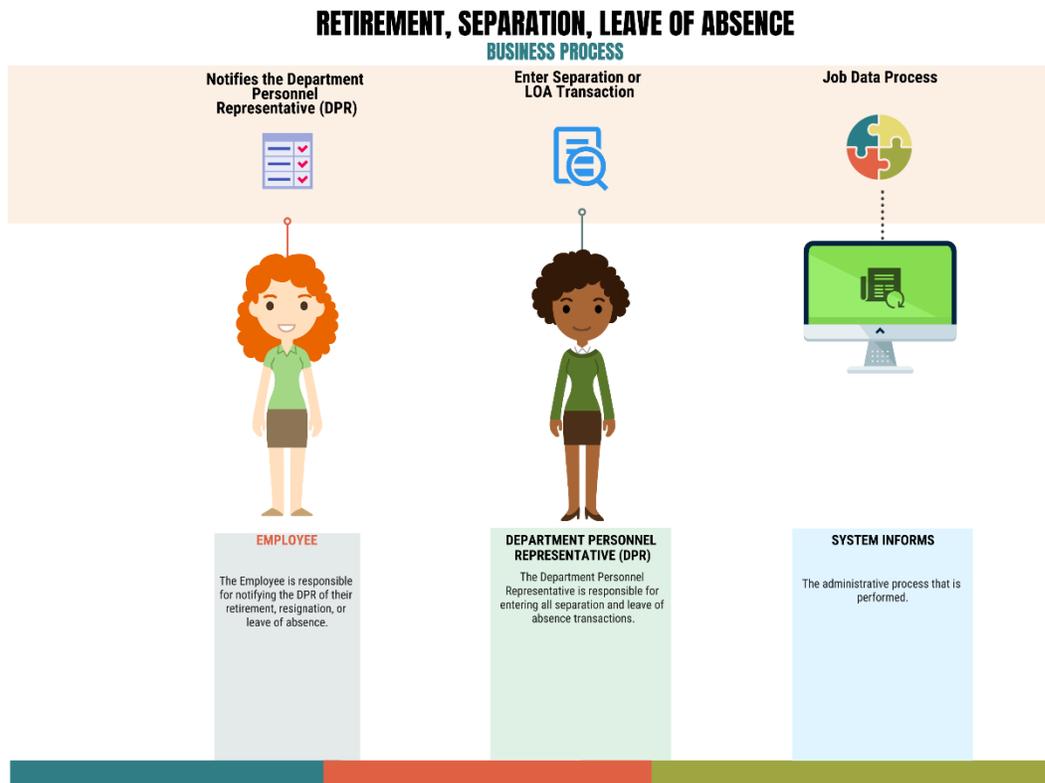
At the conclusion of this lesson, you will be able to:

- Complete a Voluntary / Involuntary Separation Transaction
- Complete a Leave of Absence Transaction
- Complete a Leave of Absence Return Transaction

Lesson 2: Retirement, Separation and Leave of Absence Transactions

Lesson 2: Introduction

The retirement, voluntary separation, and Leave of Absence process enables the employees to retire, resign, or take a Leave of Absence from the County on their own volition. The DPR completes these transactions for the employee.



Lesson 2: Retirement, Separation and Leave of Absence Transactions

Key Terms



The following key terms are used in this lesson:

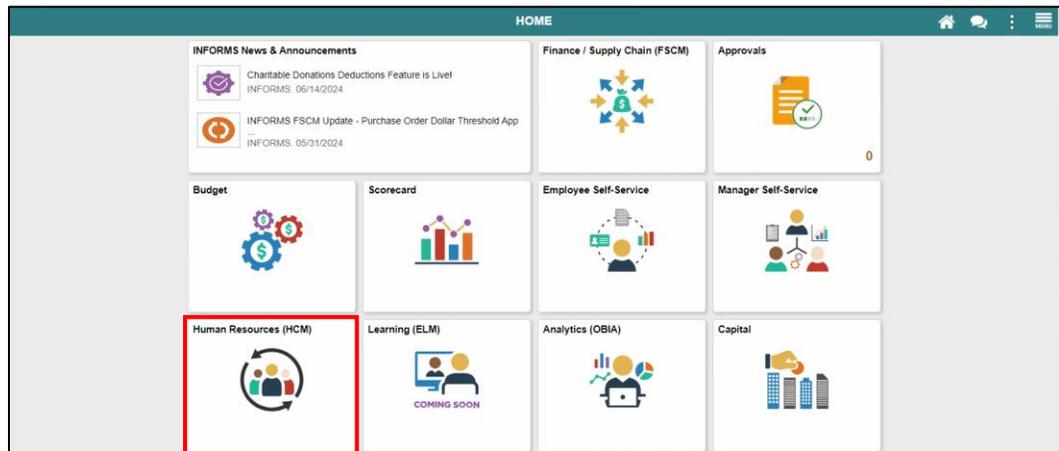
Term	Definition
Retirement	The employee's decision to permanently leave the County.
Voluntary Separation	The employee's decision to resign from the County.
Leave Of Absence	Leave of Absence (LOA) is a request for an employee to be absent from work for a period of time.

Lesson 2: Retirement, Separation and Leave of Absence Transactions

Lecture 1: Complete Retirement, Separation and Leave of Absence Transactions

As a DPR, create a Retirement, Separation, and Leave of Absence Transaction in INFORMS.

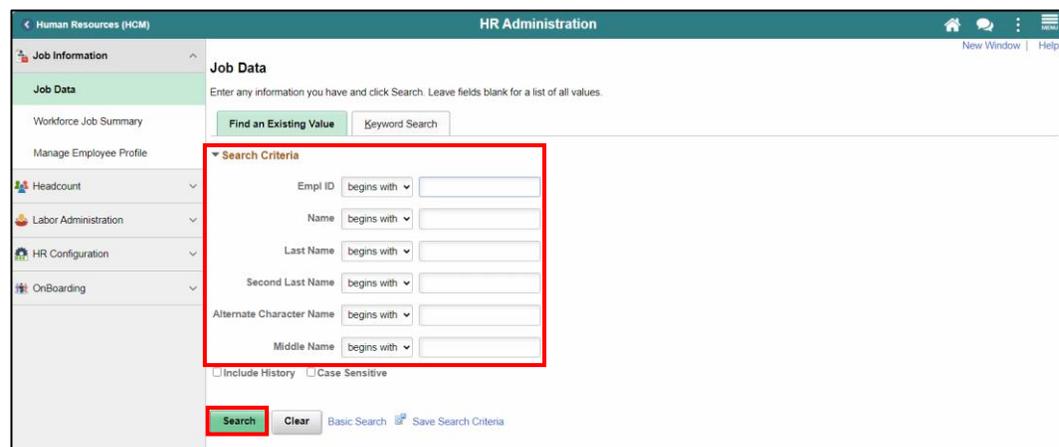
1. Log into INFORMS and select **Human Resources (HCM)** from the home landing page below.



2. Select **HR Administration**.



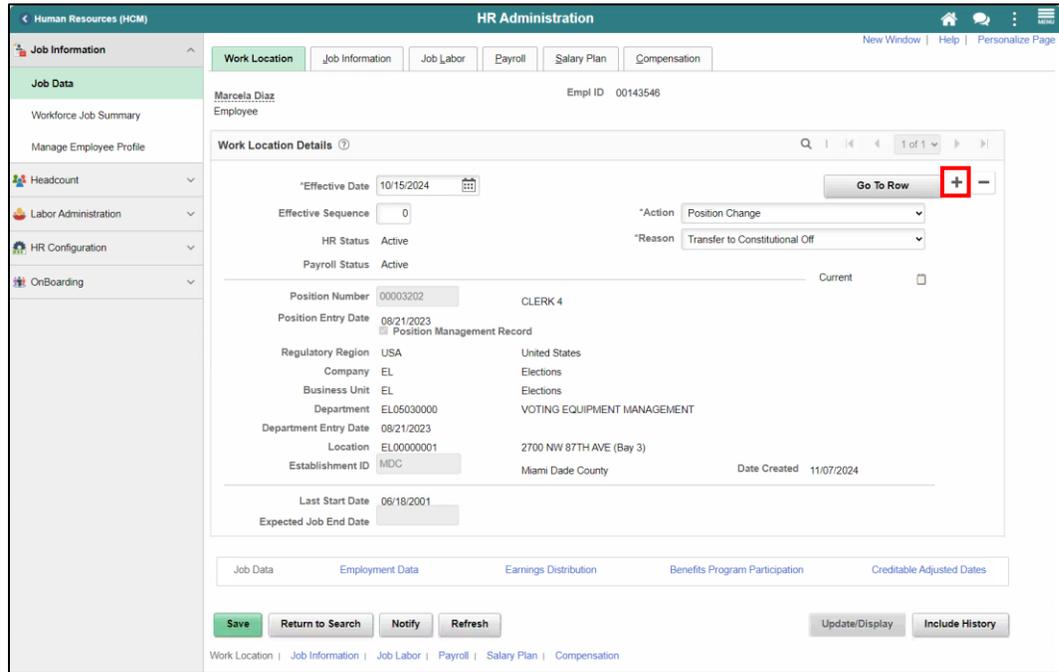
3. Enter the applicable search parameters
4. Select the **Search** button.



Lesson 2: Retirement, Separation and Leave of Absence Transactions

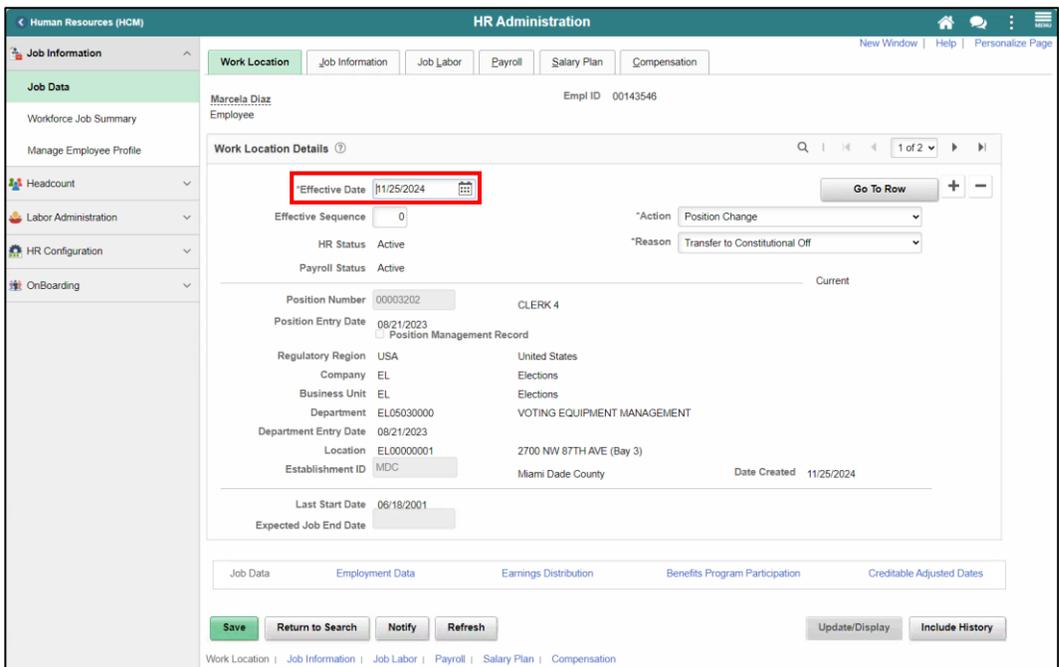
Lecture 1: Complete Retirement, Separation and Leave of Absence Transactions

5. Select the **Add a new row at row 1** button.



6. Enter the applicable **Effective Date**.

Note: The Effective Date for terminations must be one day after the employee’s last day.

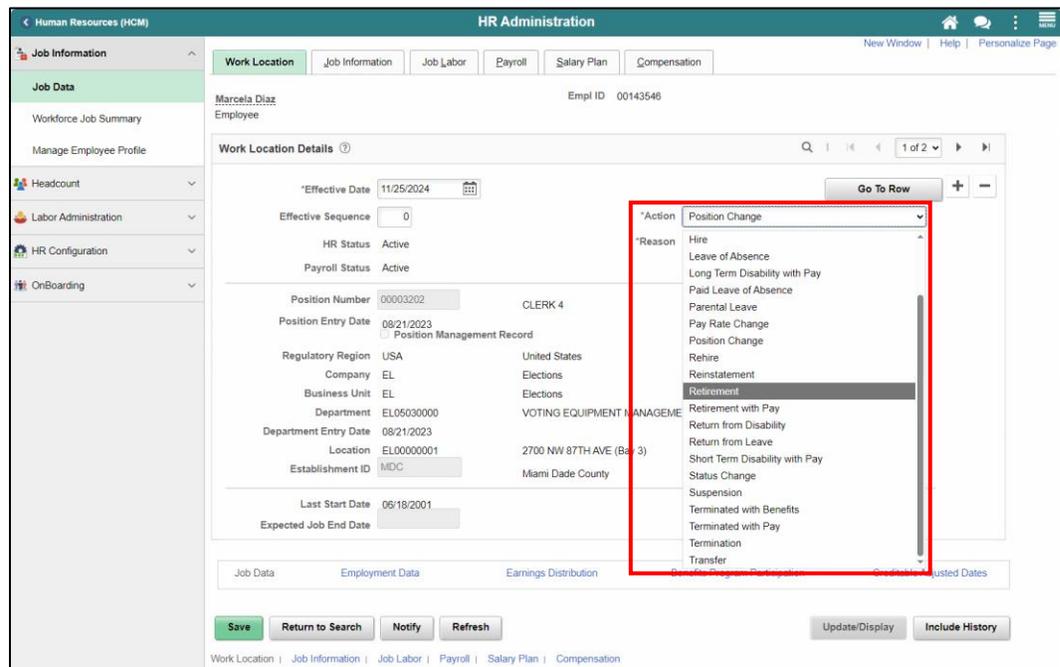


Lesson 2: Retirement, Separation and Leave of Absence Transactions

Lecture 1: Complete Retirement, Separation and Leave of Absence Transactions

7. Action List selections

- For Retirements
 - Select **Retirement**
- For Resignations / Involuntary Separation
 - Select **Termination**
- For Leave of Absence
 - Select **Leave of Absence**
- For Leave of Absence Return
 - Select **Return From Leave**



Lesson 2: Retirement, Separation and Leave of Absence Transactions

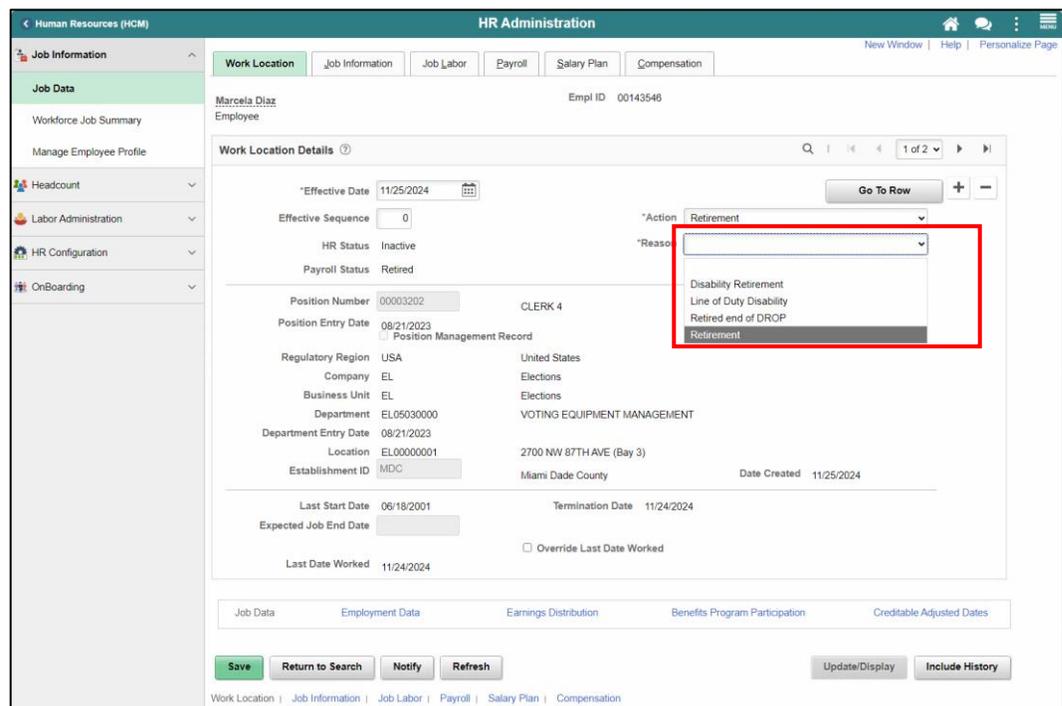
Lecture 1: Complete Retirement, Separation and Leave of Absence Transactions

8. Reasons List selections

- For Retirements
 - Select the applicable retirement **Reason** from the list, such as **Retirement** or **Retired end of DROP**.

Note: The initiation of DROP is done through Central HR Benefits.

- For Resignations / Involuntary Separation
 - Select **Termination**
- For Leave of Absence
 - Select **Leave of Absence**
- For Leave of Absence Return
 - Select **Return From Leave**



Lesson 2: Retirement, Separation and Leave of Absence Transactions

Lecture 1: Complete Retirement, Separation and Leave of Absence Transactions

9. Select **Save**.

HR Administration
 Marcella Diaz, Employee, Empl ID: 00143546

Work Location Details

*Effective Date: 11/25/2024
 Effective Sequence: 0
 HR Status: Inactive
 Payroll Status: Retired
 *Action: Retirement
 *Reason: Retirement

Position Number: 00003202, CLERK 4
 Position Entry Date: 08/21/2023
 Regulatory Region: USA, United States
 Company: EL, Elections
 Business Unit: EL, Elections
 Department: EL05030000, VOTING EQUIPMENT MANAGEMENT
 Department Entry Date: 08/21/2023
 Location: EL00000001, 2700 NW 87TH AVE (Bay 3)
 Establishment ID: MDC, Miami Dade County
 Date Created: 11/25/2024

Last Start Date: 06/18/2001, Termination Date: 11/24/2024
 Expected Job End Date: [Blank]
 Last Date Worked: 11/24/2024

Buttons: **Save**, Return to Search, Notify, Refresh, Update/Display, Include History

10. Notice the **Termination Date** is one day prior to the **Effective Date**.

HR Administration
 Marcella Diaz, Employee, Empl ID: 00143546

Work Location Details

*Effective Date: 11/25/2024
 Effective Sequence: 0
 HR Status: Inactive
 Payroll Status: Retired
 *Action: Retirement
 *Reason: Retirement

Position Number: 00003202, CLERK 4
 Position Entry Date: 08/21/2023
 Regulatory Region: USA, United States
 Company: EL, Elections
 Business Unit: EL, Elections
 Department: EL05030000, VOTING EQUIPMENT MANAGEMENT
 Department Entry Date: 08/21/2023
 Location: EL00000001, 2700 NW 87TH AVE (Bay 3)
 Establishment ID: MDC, Miami Dade County
 Date Created: 11/25/2024

Last Start Date: 06/18/2001, Termination Date: 11/24/2024
 Expected Job End Date: [Blank]
 Last Date Worked: 11/24/2024

Buttons: **Save**, Return to Search, Notify, Refresh, Update/Display, Include History

Lesson 2: Retirement, Separation and Leave of Absence Transactions

Lecture 1: Complete Retirement, Separation and Leave of Absence Transactions

- Navigate to the **Maintain Time Reporter Data** page via **Navbar: Human Capital Management (HCM) > Time and Labor > Enroll Time Reporters > Maintain Time Reporter Data**

The screenshot shows the 'Maintain Time Reporter Data' page. At the top, there is a navigation bar with '< OME' on the left and 'Maintain Time Reporter Data' in the center. On the right, there are icons for home, chat, and help, along with 'New Window' and 'Help' text. Below the navigation bar, the page title 'Maintain Time Reporter Data' is displayed. A sub-header reads 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this is a green button labeled 'Find an Existing Value'. The main section is titled 'Search Criteria' and contains several search fields: 'Empl ID' (begins with), 'Name' (begins with), 'Last Name' (begins with), 'Business Unit' (begins with), 'Department' (begins with), and 'Workgroup' (begins with). Each field has a dropdown menu and a text input box. Below these fields is an 'Organizational Relationship' dropdown menu with an equals sign and another dropdown menu. At the bottom of the search criteria section are two checkboxes: 'Include History' and 'Case Sensitive'. At the very bottom of the page are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

- Enter the applicable search parameters.
- Select the **Search** button.

This screenshot is identical to the one above, but with a red rectangular box highlighting the 'Search Criteria' section. The red box encompasses the dropdown menus and text input boxes for 'Empl ID', 'Name', 'Last Name', 'Business Unit', 'Department', and 'Workgroup', as well as the 'Organizational Relationship' dropdown and its associated dropdown menu. The 'Search' button at the bottom left of the search criteria section is also highlighted with a red box.

Lesson 2: Retirement, Separation and Leave of Absence Transactions

Lecture 1: Complete Retirement, Separation and Leave of Absence Transactions

14. Select the **Add** button.

The screenshot shows the 'Maintain Time Reporter Data' form for employee Marcela Diaz (ID 00143548). The form includes various fields for configuration, such as 'Effective Date' (08/21/2023), 'Time Reporter Type' (Elapsed Time Reporter), and 'Workgroup' (K-NJB). The 'Status' dropdown menu is currently set to 'Active', and the 'Add' button (a square with a plus sign) is highlighted with a red box. Other buttons at the bottom include 'Save', 'Return to Search', 'Notify', 'Refresh', 'Update/Display', and 'Include History'.

15. Select **Inactive** from the **Status** dropdown.

This screenshot shows the same 'Maintain Time Reporter Data' form as above, but the 'Status' dropdown menu is now open, showing 'Active' and 'Inactive' options. The 'Inactive' option is highlighted with a red box. The 'Add' button is no longer highlighted.

Lesson 2: Retirement, Separation and Leave of Absence Transactions

Lecture 1: Complete Retirement, Separation and Leave of Absence Transactions

16. Select the **Save** button.

The screenshot shows the 'Maintain Time Reporter Data' form for employee Marcela Diaz (ID: 00143546). The form includes various fields for configuration, such as Effective Date (08/21/2023), Time Reporter Type (Elapsed Time Reporter), Elapsed Time Template (MDCELAPSED), and Workgroup (K-NJB). There are also sections for Payroll (Send Time to Payroll) and Commitment Accounting (For Taskgroup, For Department). At the bottom, the 'Save' button is highlighted with a red box, along with other buttons like 'Return to Search', 'Notify', 'Refresh', 'Update/Display', and 'Include History'.

Lesson 2: Retirement, Separation and Leave of Absence Transactions

Lesson 2 Summary



Now that you have completed the Retirement, Separation and Leave of Absence Transactions lesson, you should be able to:

- Complete a Voluntary / Involuntary Separation Transaction
- Complete a Leave of Absence Transaction
- Complete a Leave of Absence Return Transaction

Module 3: Guide Summary

Guide Summary The Guide Summary module covers two topics:



- Content Summary
- Additional Training and Job Aids

Module 3: Summary

Objectives Achieved



You have completed the Updating Team Information guide. You now should be able to:

- Record and manage disciplinary records of employees
- Record Retirement, Separation and Leave of Absence Transactions

Module 3: Summary

Additional Training and Job Aids

Other training materials, related to this topic, include:

- DPR 301 – Departmental HR - ePerformance Management (Employee Performance Evaluation)
- DPR 302 – Departmental HR - Personnel Changes
- DPR 303 – Departmental HR - Time Management
- DPR 321 – Departmental HR - Recruitment

You also have the following resources available to you:

- Submit a Retirement Request
- Submit Retirement and Voluntary – Involuntary Separation (DPR)
- Submit a LOA Request
- Submit a LOA Return Request

For additional information, be sure to visit:

- www.miamidade.gov/informs

Module 3: Summary

Key Terms



The following key terms are used in this guide:

Term	Definition
Department Personnel Representative (DPR)	The Department Personnel Representative is responsible for reviewing and approving Employee Self-Service and Manager Self Service transactions.
Disciplinary Action	Corrective action to reprimand the employee based on the violation.
Disciplinary Letter	A written memo addressed to the employee for the violation made.
Disciplinary Resolution	Recommended final action that the County will take to resolve the violation made.
Violations	Policy or departmental based offenses made by the employee.
Retirement	The employee's decision to permanently leave the County.
Voluntary Separation	The employee's decision to resign from the County.
Leave Of Absence	Leave of Absence (LOA) is a request for an employee to be absent from work for a period of time.