

**Conversion Chart for Discipline Related to
Administrative Regulation 75.12
Effective December 1, 2023 - Citywide**

The A.R. 75.12 Discipline Chart effective December 1, 2023, is a cumulative point system with each new preventable Incident receiving a separate set of points which are then added to incidents incurred prior to December 1, 2023 (within a four-year look-back period) converted as follows:

Conversion Chart Examples for Incidents Incurred prior to December 1, 2023:

- All previous Preventable Category 1's will be equal to 2 points **
- All previous Preventable Category 2's will be equal to 3 points *
- All previous Preventable Category 3's will be equal to 7 points

** Exception – Please note when screening incidents that occurred between July 1, 2023 and November 30, 2023: Category 2 = 4 Points for MEA, Local 127, DCAA and Unrepresented (Classified/Unrepresented and Unclassified/Unrepresented) employees.*

*** POA-represented employees: all Category 1 incidents will be 1 point for regardless of when incurred.*

Discipline Chart (Effective December 1, 2023):

Industrial or Vehicle Incident with Minor Damage to City Equipment and Non-City Property	Industrial or Vehicle Incident	Industrial or Vehicle Incident	Industrial or Vehicle Incident	Industrial or Vehicle Incident
Category 1A 1 Point	Category 1B 1 Point	Category 2 3 Points	Category 3 7 Points	Category 4 Termination

Points (Consecutive Four-Year Period of Time)	Discipline
1	Written Warning
2	Written Warning and Mandatory 2-hour class
3	Written Reprimand and Mandatory 4-hour class
4	Written Reprimand and Mandatory 4-hour and 8-hour classes
5	16-hour Suspension and Mandatory 4-hour and 8-hour classes and Mandatory Retesting
6	40-hour Suspension and Mandatory 8-hour class and Mandatory Retesting
7	80-hour Suspension and Mandatory 8-hour class and Mandatory Retesting
8	120-hour Suspension and Mandatory 8-hour class and Mandatory Retesting
9	240-hour Suspension and Mandatory 8-hour class and Mandatory Retesting
≥10	Termination

Note: For incidents that occurred on or after December 1, 2023, the level of discipline will be determined based on the cumulative points for the last consecutive four-year period (LCFYP). Discipline for incidents that occurred prior to December 1, 2023 will be assigned a point value but will not be included in the cumulative point total if the incident occurred prior to the LCFYP.

If you have any questions please email Compliance Department's Occupational Safety and Health team at ComplianceOSH@sandiego.gov.

Link to Administrative Regulation 75.12 - Vehicle and Industrial Incident Review, Reporting, and Discipline Program (Effective Dec. 1, 2023): (https://citynet.sandiego.gov/sites/default/files/ar_75.12.pdf)