

## CHAPTER 7 DISCIPLINE AND TERMINATIONS

### 7.0 ACTIONS SUBJECT TO DISCIPLINARY ACTION

We want you to be successful in your employment with the City. While the vast majority of employees consistently meet a standard of excellence, we want to make you aware of the issues that could put your employment, or the City, in jeopardy. The following are illustrative examples of conduct that are subject to disciplinary action. This list is not all-inclusive, and other conduct may also result in discipline or discharge.

- 1) Misrepresentation or withholding of pertinent facts in securing employment or falsification of a job application.
- 2) Unauthorized use of your position for personal gain or advantage. Accepting unlawful gratuities or bribes.
- 3) Smoking in any unauthorized area or creating a fire hazard.
- 4) Violation of dress standards.
- 5) Violation of the City's telephone, computer, e-mail or internet use policy.
- 6) Unauthorized use or possession of City facilities, property, or equipment. Unauthorized operation or using machines, tools, or equipment to which the employee has not been specifically assigned, or for personal use.
- 7) Failure to report an occurrence causing damage to the City, customer, or public property. Failure to properly secure City facilities or property.
- 8) Loitering after completing work that results in the disruption of City business or the work effort of other employees.
- 9) Soliciting contributions on the premises for any purpose during work time.
- 10) Unauthorized recording of another employee's time record. Both employees can be subject to disciplinary action.
- 11) Falsification of records, paperwork required in the transaction of City business, including time sheets or expense accounts.
- 12) Habitual lateness for work. Absence without proper notification to immediate supervisor, excessive absenteeism, or insufficient reasons for absenteeism. An absence of three (3) or more days without notification or permission may be determined as a voluntary quit or job abandonment.
- 13) Malicious gossip, making malicious, false, or derogatory statements that are intended or could reasonably be expected to damage the integrity or reputation of the City or City employees, whether made on or off City premises.

- 14) Disorderly conduct, including fighting on the premises. Rudeness, discrimination, harassment, intimidation, coercion, use of obscene language, gestures or lack of courtesy to the public or fellow employees. Immoral conduct while on duty.
- 15) Inability, inefficiency, negligence, or insubordination. Insubordination can be unwillingness to carry out a directive from a manager or supervisor or disrespectful behavior toward a manager or supervisor, including a refusal to perform assigned work, or concealing of defective work.
- 16) Failure to observe safety practices, rules, regulations, and instructions. Negligence that results in injury to others. Failure to wear required safety clothing and equipment or to use seat belts.
- 17) Failure to promptly report to your immediate supervisor an on-the-job injury or accident involving an employee, equipment, property, or visitor.
- 18) Dishonesty or theft, including deliberate destruction, damage, or removal of the City's or other's property from the premises, or any job site.
- 19) Possession, use, sale, or being under the influence of alcohol and controlled substances while on the city business (including standby duty). The only exception to this rule shall be for an employee using or possessing a controlled substance prescribed by a doctor if such employee has given his/her supervisor prior notice of such use and/or possession and such use does not impair safe and/or efficient work performance.
- 20) Possession of explosives or weapons on the premises or at any job site, violent or aggressive action toward others.
- 21) Conviction of a gross misdemeanor or felony.
- 22) Violation of rules on outside employment and conflict of interest, including but not limited to the use of City property, facilities or equipment (including phones, e-mail, computers or copiers) for an employee's personal gain or second business.
- 23) Conducting activities relating to outside employment or a personal business venture on City time.
- 24) Failure to comply with any other guidance, rule, responsibility or policy outlined in this handbook.

**The choice of what discipline to apply in any particular case is solely within the discretion of the City.**