



Conduct and Discipline

What Employees Need to Know

Created: BS2021

Session Objectives

Discuss the following briefly:

- Standards of Conduct
- Purpose of Disciplinary Action
- Improper Employee Conduct
- Progressive Disciplinary Action Steps
- Non Civil Service and Civil Service Employees

Standard of Conduct

- **Standard of Conduct:** It is expected that all City employees render the best possible service to the public, and therefore high standards of conduct are essential.

Discipline and the Policy

- The purpose of disciplinary action is to correct deficiencies in employee performance, to seek improvement to meet appropriate standards, and/or to correct for violation of City policies.
- Discipline may be initiated for various reasons , including but not limited to violations of City and/or department rules, insubordination or poor job performance. The severity of the action depends on the nature of the offense.

Improper Employee Conduct

Improper conduct may be cause for disciplinary action.
It includes, but is not limited to the following:

- Negligence in performance of duties(inefficiency and incompetence)
- Guilt or conviction of criminal offense, felony or misdemeanor affecting fitness of employment.
- Unlawful Substance Abuse while under the influence of alcohol or drugs.
- Sexual Harassment or other unlawful harassment of another employee
- Careless or Negligent use of the property of the City (Funds, vehicles, equipment or supplies)

Improper Employee Conduct (cont'd)

- Furnishing false information or falsifications of work hours or other official records and reports
- Excessive absenteeism or tardiness
- Misuse or abuse of sick leave, including using sick leave under false pretenses
- Absence from duty without authorized leave
- Failure to report after leave of absence has expired
- Violation of written internal rules, regulations or procedures. See Employee Handbook

Progressive Discipline

- Progressive Discipline Steps consist of:
 - Verbal Warning- Talk by Supervisor
 - Written Warning- Note in Employee File
 - Suspension without pay
 - Demotion-Reduction in pay range
 - Dismissal- The Final Step

Non Civil Service/Civil Service During Probation

- Non Civil Service employee serving the initial probationary period (one year) may be dismissed or demoted without application of the disciplinary process and with **no right to appeal**.
- Civil Service employees who have completed an initial *probationary period* (one year) shall be dismissed in the disciplinary process only after appropriate disciplinary proceedings outlined in the **Civil Service Rules and Regulations**