

<i>Jefferson County Policies & Procedures</i>			
Policy Name:	Disciplinary Action	Approved:	In Place
Policy Number:	202	Author:	Unknown
Associated:			

Causes of disciplinary action and corrective measures are at the discretion of the Department Head. Employment rules are to afford a safe, efficient and pleasant work place. It is the responsibility of all employees to observe rules and regulations necessary for the proper operation and administration of governmental functions, to assure compliance with Federal and State Laws and to respect the rights of fellow employees.

Employee behavior which is unacceptable will be subject to corrective and/or disciplinary action and may result in termination.

An employee will correct any performance faults when called to attention by the Department Head. Department Heads shall discuss with employees any improper or inadequate performance in order to correct deficiencies, and avoid disciplinary action.

The steps for disciplinary action are verbal warning, written reprimand, suspension and/or dismissal.

The following list, which is not all inclusive, outlines acts and behavior that are not acceptable during work time or on work premises. Unacceptable behavior makes an employee subject to disciplinary action, up to and including discharge.

First level offenses are unacceptable acts and behavior that are subject to disciplinary action.

Often, due to the nature of the offense, discussions between the employee and his/her supervisor will occur to allow the employee to correct the situation before it reaches the stage of

a warning notice. These discussions are documented by a memo which becomes part of the employee's record.

When a warning notice is issued, it becomes a part of an employee's record and will be considered when evaluating an employee for promotion, transfer, training or additional discipline.

It is the responsibility of the Department Head or Supervisor to review the employee's work performance or conduct within six months to assure that corrective action has been taken. Written documentation of the review shall be made part of the employee's record.

Three warning notices within twelve (12) months time, regardless of the type of first level offense, will result in discharge. The Department Head or Supervisor is responsible for evaluating each case on its facts.

First Level Offenses

Unauthorized or excessive absence, tardiness or early quitting.

Unauthorized time away from work station.

Failure to notify Supervisor promptly of completion of assigned work.

Failure to meet established work quality standards.

Obscene, abusive, harassing or disruptive language or behavior.

Failure to perform all assigned job responsibilities.

Failure to follow prescribed work procedures.

Failure to notify Supervisor of absences.

Second Level Offenses

Behavior that is of such a nature that violation may result in both a warning notice and suspension without pay. Repetition of this type of offense usually results in discharge. An employee may be suspended, demoted or dismissed by Department Head or his/her designee for a second level offense which includes, but is not limited to:

Recurring tardiness without reasonable explanation.

Absences without approved leave.

Refusal to comply with instructions of a Supervisor.

Deliberate or careless conduct endangering the safety of the employee or co-workers.

Neglect of major safety rules

Violating major safety rules.

Reporting to work or working while intoxicated or when ability is impaired by the use of alcohol or other drugs, including abuse of prescription drugs.

Leaving the work place at times other than regularly scheduled breaks (such as lunch hour) without informing Supervisor.

Unauthorized use of county materials and supplies.

Third Level Offenses

Behavior of such a serious nature that a first occurrence can be just cause for discharge without prior notice or warning. Third level offenses include, but are not limited to:

Sexual Harassment

Refusal to comply with the specific instructions of a Supervisor in the context of an assigned job duty, otherwise known as insubordination.

Intentional falsification of personnel records, time records or any other County documents and records.

Fighting during work time or on work premises.

Use of alcohol or illegal drugs during work time or on work property, or bringing alcohol or illegal drugs onto the County property.

Deliberately damaging, defacing or misusing County property or the property of co-workers.

Theft, misappropriation, embezzlement, unauthorized possession or removal of County property or the property of co-workers.

Immoral or indecent conduct which occurs on County property or the property or premises and interferes with the performance of an employee's duties which said behavior reflects negatively upon the professional atmosphere of County government and is inappropriate to the work place.

Sleeping during work hours.

Unauthorized or illegal possession of explosives, firearms or other dangerous weapons on work premises, including parking areas.

Failure to report an absence for a three-day period without a satisfactory explanation.

Conviction of a felony.

Violating any confidentiality requirements which may be established by statute or by a Department Head.

Continued unsatisfactory job performance.

Violation of the County's Conflict of Interest/Ethical Standards set forth herein.

These examples of First Level, Second Level and Third Level Offenses are not to be construed in any way as a comprehensive list of all possible violations.