

## **Disciplinary Action**

The County expects employees to meet its standards of performance and behavior and to comply with and carry out County rules, directive policies, procedures and standards. As is the case with all organizations and entities, instances arise when an employee must be disciplined, with or without notice. The County will administer discipline according to the specific situation and the County's needs.

Examples of Conduct Warranting Disciplinary Action. It is not possible to list all acts and omissions which may result in disciplinary action. The following list is not inclusive, but merely representative of some more obvious types of conduct which may result in discipline:

- Unauthorized absence;
- Insubordination, including disrespect for the County, or other conduct which tends to undermine the County;
- Intentional failure or refusal to carry out instructions;
- Unauthorized possession or removal, misappropriation, willful destruction, theft or conversion of County property or the property of others;
- Violation of safety rules, neglect, or engaging in unsafe practices;
- Interference with the work of other employees;
- Threatening, coercing, or intimidating fellow employees;
- Dishonesty;
- Disclosure of confidential information as “confidential information” is defined in this Handbook;
- Excessive tardiness or absenteeism;
- Failure to provide or falsification of any information required in the employment application;
- Failure to timely and accurately report an accident or personal injury;
- Neglect or carelessness resulting in damage to County property or equipment or the property or equipment of others;
- Introduction, possession, or use of illegal or unauthorized prescription drugs or

- intoxicating beverages on County property or while on duty anywhere;
- Working while under the influence of illegal or unauthorized drugs or intoxicating beverages; or the off-the-job illegal use or possession of drugs. (For purposes of this policy, an employee shall be determined to be "under the influence" if testing reveals a detectable amount of the substance);
  - Scavenging at County landfills, transfer stations, or collection containers;
  - An act of misconduct at any time which is unbecoming of a representative of the County and which reflect unfavorably upon the County;
  - Unsatisfactory job performance;
  - Sleeping on the job or giving the appearance of sleeping on the job;
  - Inappropriate behavior or conduct directed toward or affecting a co-worker or member of the public;
  - Unauthorized possession of firearms or weapons in the workplace;
  - Failure to follow a departmental policy or procedure;
  - Violation of County policies or procedures, including, but not limited to, those contained in the Employee Handbook and in the County IT Policies, Procedures & Standards;
  - Inappropriate behavior; or
  - Disruptive behavior.

Types of Disciplinary Action. Disciplinary action taken against an employee may include but is not limited to:

- Informal Counseling;
- Oral reprimand;
- Written reprimand;
- Suspension without pay;
- Probation;
- Demotion; and/or
- Dismissal.

Special Note: The types of disciplinary action administered for any particular

conduct rests in the sole discretion of the County.

Signature requirement. If a written disciplinary action is given, the employee will be required to sign the document to acknowledge that the document has been presented to and discussed with the employee. The employee's signature does not mean the employee agrees with the contents of the document. An employee who refuses to sign the acknowledgement will be suspended until the document is signed. If not signed in 3 days, the employee will be deemed to have resigned and will be administratively separated from County employment with the termination decision subject to reconsideration at the employee's request through the grievance process.

## **Smoke-Free Work Environment**

To protect and enhance indoor air quality and to contribute to the health and well-being of all employees, the County does not allow smoking on County property except in designated smoking areas. Smoking is prohibited in all enclosed areas including common work areas, conference and meeting rooms, private offices, hallways, employee break rooms, stairs, restrooms, employer-owned or leased vehicles and all other enclosed facilities. Employees may smoke in their personal vehicles, but smoke and tobacco products must be completely contained within the vehicle. It is not acceptable for smoking or non-smoking employees to be subjected to smoke that they must walk through to reach their vehicles or any other destinations on County property.

While the County makes designated areas available for smoking, it has no legal responsibility to do so. Employees who choose to use the designated smoking areas do so at their own risk. No additional breaks are allowed to any employee who smokes. Smokers and users of tobacco products must dispose of the remains in the proper containers.

## **Drug-Free Workplace Policy**

Special Note: By accepting employment and by continuing to work for the County, a County employee agrees as a condition of employment to abide by this Drug-Free Workplace Policy.

### **1. Notice of Drug-Free Workplace Policy.**