

13.00 DISCIPLINE

13.1 GENERAL DISCIPLINE POLICY

Employees of the county serve “at will” and, within the requirements of state and federal law regarding employment, can be dismissed at any time, with or without notice for any reason or no reason. The following are some of the actions that may result in discipline up to and including termination:

- Insubordination;
- Absence Without Leave or Excessive Absence including absence without permission, failure to notify a supervisor of sick leave, and repeated tardiness or early departure;
- Endangering the Safety of the Employee and/or Other Persons through negligent or willful acts;
- Use of Alcohol or Illegal Drugs while on duty or in a county vehicle;
- Alcohol or Drug Abuse which may affect the performance or safety of the employee or other persons;
- Involvement with Alcohol or Drugs in the workplace in violation of the county’s Drug-Free Workplace Policy;
- Unauthorized Use or Theft of Public Funds or Property;
- Conviction of a felony, or class A or B misdemeanor; if the nature of the offense relates to the employee’s position or job duties and discipline is consistent with business necessity; Conviction of Official Misconduct, oppression, or perjury;
- Falsification of Documents or Records;
- Unauthorized Use of Official Information or unauthorized disclosure of confidential information;
- Unauthorized or Abusive Use of Official Authority;
- Violation of the Sexual & General Harassment Policy;
- Incompetence or Neglect of Duty;

- Disruptive Behavior which impairs the performance of others; or
- Other Violation of any of the Requirements of these Personnel Policies or of any departmental policies not in conflict with these policies.
- Numerous driving or safety violations.