

**THIS DOCUMENT IS NOT A CONTRACT OF EMPLOYMENT. PRIOR DOCUMENTS ON THIS SUBJECT ARE REVOKED. EMPLOYMENT WITH THE CITY OF FOREST ACRES IS AT-WILL.**

**CITY OF FOREST ACRES**

**Discipline Policy**

**CONTENTS**

I. Policy

Approval:  Date: 2/10/15  
City Administrator

**THIS DOCUMENT IS NOT A CONTRACT OF EMPLOYMENT. PRIOR DOCUMENTS ON THIS SUBJECT ARE REVOKED. EMPLOYMENT WITH THE CITY OF FOREST ACRES IS AT-WILL.**

## Discipline Policy

### I. Policy

Discipline may include, but is not limited to, oral reprimand, written warning, probation, suspension without pay, demotion, and discharge. In addition, the City may procedurally suspend an employee with or without pay pending investigation to determine if disciplinary action is appropriate. If the City determines an unpaid suspension is appropriate discipline, overtime exempt employees will be suspended in full-day increments; non-exempt employees may be suspended in partial or full-day increments. Alternately, the City may impose a combination of disciplinary measures.

***THE DISCIPLINE IMPOSED IN ANY PARTICULAR SITUATION IS AT THE SOLE DISCRETION OF THE CITY. NOTHING IN ANY OF THE CITY'S POLICIES OR BY VIRTUE OF ANY PAST PRACTICE OF THE CITY REQUIRES THE CITY TO FOLLOW ANY PARTICULAR COURSE OF DISCIPLINE.***

When possible, supervisors and department heads should discuss terminations in advance with the City Administrator.

Employees must sign counseling memoranda, policy statements, performance evaluations and other similar documents in order to document receipt. The employee's signature does not necessarily indicate agreement with the contents of the document, only that he has been notified of the contents of the document. If an employee refuses to sign any document requiring signature the employee is suspended for the balance of the work day. If the employee does not sign the document by the end of the next regularly scheduled shift, the employee is presumed to have voluntarily resigned.

#### **Examples of Conduct Warranting Disciplinary Action**

It is not possible to list all acts and omissions that may result in disciplinary action. The disciplinary action that is appropriate for any particular misconduct is at the sole discretion of the City. **The City reserves the right to treat each employee individually without regard for the way it has treated other employees and without regard to the way it has handled similar situations.**

The following are merely examples of some of the more obvious types of misconduct that may result in disciplinary action, up to and including discharge.

- A. conviction of or plea of guilty or no contest to a charge of theft, violation of drug laws or policies, sexual misconduct, offense involving moral turpitude or offense that affects the City's reputation or that reasonably could create concern on the part of fellow employees or the community. Employees who are arrested may be relieved of duty (with or without pay) pending the City's determination on continued employment
- B. incompetence

**THIS DOCUMENT IS NOT A CONTRACT OF EMPLOYMENT. PRIOR DOCUMENTS ON THIS SUBJECT ARE REVOKED. EMPLOYMENT WITH THE CITY OF FOREST ACRES IS AT-WILL.**

- C. unauthorized absence or tardiness or a pattern of absenteeism or tardiness
- D. insubordination, including disrespect for authority, or other conduct that tends to undermine authority
- E. failure or refusal to carry out instructions
- F. unauthorized possession or removal, misappropriation, misuse, destruction, theft or conversion of City property or the property of others
- G. violation of safety rules; failure to use City provided personal protective equipment; neglect; engaging in unsafe practices
- H. interference with the work of others
- I. harassment; threatening, coercing or intimidating fellow employees, including "joking" threats; possession of unlawful weapons on the employees, person, vehicle, or in city vehicles or on city property
- J. dishonesty
- K. failure to provide information; falsifying City records; providing falsified records to the City for any purpose
- L. failure to report personal injury or property damage
- M. negligence or carelessness; damage to public or private property; failure to reimburse the City for damage to property or equipment as prescribed
- N. introduction, possession or use of illegal or unauthorized prescription drugs or on City property or while on duty anywhere; working while under the influence of illegal drugs or intoxicating beverages; possession of intoxicating beverages in City-owned vehicles or opened containers of alcoholic beverages on City property; off-the-job illegal use or possession of drugs. For purposes of this policy, an employee is "under the influence" if he has any detectable amount of any such substance in his system
- O. unsatisfactory performance
- P. violation of City policies
- Q. lack of good judgment
- R. any other reason that, in the City's sole determination, warrants discipline

**The City reserves the right to treat each employee individually without regard for the**

**THIS DOCUMENT IS NOT A CONTRACT OF EMPLOYMENT. PRIOR DOCUMENTS ON THIS SUBJECT ARE REVOKED. EMPLOYMENT WITH THE CITY OF FOREST ACRES IS AT-WILL.**

way it has treated other employees and without regard to the way it has handled similar situations.