

## ATTACHMENT A PERFORMANCE STANDARDS AND DISCIPLINE

### STANDARD

Employees shall perform their duties in a manner which will earn and preserve the trust and respect of the public, their peers and supervisors.

### CONDUCT UNBECOMING A CITY EMPLOYEE

<u>Infraction</u>	<u>1<sup>st</sup> Offense</u>	<u>2<sup>nd</sup> Offense</u>	<u>3<sup>rd</sup> Offense</u>
1. Engaging in any employment activity/enterprise which constitutes a conflict of interest	Written reprimand to suspension	Suspension to dismissal	Suspension to dismissal
2. Disclosing confidential information	Suspension to dismissal	Suspension to dismissal	Suspension to dismissal
3. Using City time/property without authorization	Written reprimand to dismissal	Suspension to dismissal	Suspension to dismissal
4. Malicious destruction of City property or equipment	Suspension to dismissal	Dismissal	
5. Misconduct seriously impairing the reputation of the City or its employees so as to interfere with the mission of the City or its departments	Suspension to dismissal	Suspension to dismissal	Suspension to dismissal

<u>Infraction</u>	<u>1<sup>st</sup> Offense</u>	<u>2<sup>nd</sup> Offense</u>	<u>3<sup>rd</sup> Offense</u>
6. Commission of an act or acts, which if proved, would constitute a felony/misdemeanor as established by proper investigation providing such act/acts are reasonably related to the performance of duties and/or conditions of employment or such act/acts would involve a crime of moral turpitude.	Suspension to dismissal	Suspension to dismissal	Suspension to dismissal
7. Conviction of any, a felony or conviction of a misdemeanor involving moral turpitude	Suspension to dismissal	Suspension to dismissal	Suspension to dismissal
8. Unlawful political activity while on duty	Suspension to dismissal	Suspension to dismissal	Suspension to dismissal

## STANDARD

Employees shall provide a high quality service to the public and shall consistently perform their duties effectively and efficiently.

### JOB PERFORMANCE BELOW STANDARD

<u>Infraction</u>	<u>1<sup>st</sup> Offense</u>	<u>2<sup>nd</sup> Offense</u>	<u>3<sup>rd</sup> Offense</u>
1. A violation of City/Department rules standard operating procedure, memorandum of understanding, or state or federal law	Oral reprimand to suspension	Suspension to dismissal	Suspension to dismissal
2. Requiring excessive supervision or instruction in performance of duties after completion of training for the position	Oral or written reprimand	Written reprimand to suspension	Suspension to dismissal
3. Misusing/failing to use delegated authority in the performance of duties	Oral reprimand to suspension	Suspension	Suspension to dismissal
4. Personal appearance not appropriate for the job in terms of department standards and/or job safety	Oral or written reprimand	Written reprimand to suspension	Suspension to dismissal
5. Failure to carry out assigned work or supervisor/responsibilities satisfactorily, directly or promptly	Oral reprimand to dismissal	Suspension to dismissal	Suspension to dismissal
6. Failure to maintain required license or certification or to meet required minimum qualification	Oral reprimand to dismissal	Suspension to dismissal	Suspension to dismissal

Infraction

1<sup>st</sup> Offense

2<sup>nd</sup> Offense

3<sup>rd</sup> Offense

7. Refusal to take or subscribe to any oath or affirmation required by law for employment

Oral reprimand to dismissal

Suspension to dismissal

Suspension to dismissal

STANDARD

Employees must perform all duties reasonably required of them, and report for work as scheduled, unless ill, injured or involving an emergency.

NEGLECT OF, OR INEXCUSABLE ABSENCE FROM DUTY

<u>Infraction</u>	<u>1<sup>st</sup> Offense</u>	<u>2<sup>nd</sup> Offense</u>	<u>3<sup>rd</sup> Offense</u>
1. Neglect of Duty	Oral reprimand	Suspension to dismissal	Suspension to dismissal
2. Unexcused, excessive or patterned absenteeism	Written reprimand to suspension	Suspension to dismissal	Suspension to dismissal
3. Failure to make reasonable effort to notify supervisor of inability to report to work	Oral or written reprimand	Written reprimand to suspension	Suspension to dismissal
4. Leaving assigned work location without proper approval or appropriate reason	Written reprimand to dismissal	Suspension to dismissal	Suspension to dismissal
5. Frequent and/or unexcused tardiness	Oral or written reprimand	Written reprimand to suspension	Suspension to dismissal
6. Unauthorized sleeping on the job	Written reprimand to dismissal	Suspension to dismissal	Suspension to dismissal

STANDARD

Employees shall work cooperatively with other employees and the public.

IMPROPER BEHAVIOR IN RELATIONS TO THE PUBLIC, PEERS, OR SUPERVISORS

<u>Infraction</u>	<u>1<sup>st</sup> Offense</u>	<u>2<sup>nd</sup> Offense</u>	<u>3<sup>rd</sup> Offense</u>
1. Flagrant refusal to perform reasonable work assignments or to cooperate with supervisors or managers in the performance of duties (insubordination)	Suspension	Suspension to dismissal	Dismissal
2. Failure to cooperate with or using abusive or discourteous language toward other employees, or the public	Oral or written reprimand	Written reprimand to suspension	Suspension to dismissal
3. Complaining or arguing about the work or other with other employees	Oral or written reprimand	Written reprimand to suspension	Suspension to dismissal
4. Using threats or attempting to harm another employee of the public	Suspension to dismissal	Dismissal	
5. Making false, vicious, or malicious statements about any employee or member of the City government	Oral reprimand to suspension	Suspension	Dismissal
6. Unauthorized possession of dangerous weapons on City property	Oral reprimand to suspension	Suspension to dismissal	Dismissal

<u>Infraction</u>	<u>1<sup>st</sup> Offense</u>	<u>2<sup>nd</sup> Offense</u>	<u>3<sup>rd</sup> Offense</u>
7. Unauthorized use of any weapon or tool which could result or does result in harm to another employee or the public	Suspension to dismissal	Suspension to dismissal	
8. Actions on the job intended to destroy property or to inflict bodily injury (whether or not such damage or injury occurs)	Written reprimand to dismissal	Suspension to dismissal	Dismissal
9. Making derogatory remarks in violation or any harassment policy in the presence of the public or other employees	Written reprimand to suspension	Suspension	Dismissal

STANDARD

Employees shall perform their duties in a safe manner. This standard is not restricted just to operating equipment or operating motor vehicles.

UNSAFE PRACTICES

<u>Infraction</u>	<u>1<sup>st</sup> Offense</u>	<u>2<sup>nd</sup> Offense</u>	<u>3<sup>rd</sup> Offense</u>
1. Operating City equipment or vehicles unsafely or carelessly	Oral or written reprimand	Written reprimand to suspension	Suspension to dismissal
2. Causing or contributing to an accident by operating City equipment or vehicles in an unsafe manner	Written reprimand to suspension	Suspension	Suspension to dismissal
3. Violating safety rules or practices which endanger the employee or others or damage city property, equipment or vehicles	Oral or written reprimand to suspension	Suspension	Dismissal
4. Playing tricks or jokes, or engaging in horse play on the job which may lead to physical or emotional injury to employees or others, or damage to equipment, vehicles or property	Oral or written reprimand to suspension	Suspension	Suspension to dismissal
5. Unlawful sale or possession of controlled substances while on duty	Oral or written reprimand to suspension	Suspension	Suspension to dismissal
6. Consumption of or being under the influence of alcohol or unauthorized controlled substances while on duty	Oral or written reprimand to suspension	Suspension	Suspension to dismissal

STANDARD

City employees shall be characterized by high personal integrity both in securing employment and in the performance of their duties.

THEFT, FRAUD, DISHONESTY OR FALSIFICATION OF RECORDS

<u>Infraction</u>	<u>1<sup>st</sup> Offense</u>	<u>2<sup>nd</sup> Offense</u>	<u>3<sup>rd</sup> Offense</u>
1. Using official position or office for personal gain or advantage	Written reprimand to dismissal	Suspension to dismissal	Dismissal
2. Soliciting, accepting or offering a bribe	Dismissal		
3. Theft of or aiding or encouraging the theft of cash, city property or equipment	Dismissal		
4. Misuse of city property or funds	Written reprimand to dismissal	Suspension to	Dismissal
5. Intentionally falsifying or destroying, without proper authorization, city or department records	Dismissal		
6. Intentionally falsifying an application for employment or medical information related thereto	Dismissal		
7. Deliberately withholding information related to work from supervisors or others who have a legitimate right to that information	Written reprimand to suspension	Suspension	Dismissal

<u>Infraction</u>	<u>1<sup>st</sup> Offense</u>	<u>2<sup>nd</sup> Offense</u>	<u>3<sup>rd</sup> Offense</u>
8. Falsifying time reports, mileage reports, expense accounts, or similar work oriented documents	Suspension to dismissal	Dismissal	
9. Falsely claiming sick or other allowed pay or time off in violation of the City's policies	Suspension to dismissal	Dismissal	
10. Accepting a gratuity whether or not some extraordinary service is performed on behalf of the given	Written reprimand to dismissal	Suspension to dismissal	Dismissal