

GUIDELINES FOR CORRECTIVE ACTION

***KEY**

**(O.R.) - ORAL REPRIMAND; (W.R.) - WRITTEN REPRIMAND;
DAYS - SUSPENSION; (R) - REMOVAL; (D) - DEMOTION**

I. ATTENDANCE

A. UNAUTHORIZED ABSENCE

1. Absence from a scheduled work shift without permission and without giving proper notice of intended absence.

1st Offense	2nd	3rd
W.R. - 5 days	5 days - R	R

2. Absence from a scheduled work shift without permission but **with** giving proper notice of intended absence, including failure to provide verification of sick leave when such was requested in writing in advance of the absence.

1st Offense	2nd	3rd	4th
O.R.	W.R. - 5 days	5 days - R	R

3. Leaving assigned work area without permission.

1st Offense	2nd	3rd	4th
O.R. - 5 days	5 days - 15 days	15 days - R	R

B. ABANDONMENT OF JOB AS A RESULT OF ABSENCE FROM WORK AS SCHEDULED WITHOUT PERMISSION FOR FIVE (5) CONSECUTIVE DAYS

1st Offense
R

C. CHRONIC OR EXCESSIVE ABSENTEEISM

1st Offense	2nd	3rd	4th
O.R.	W.R. - 5 days	5 days - R	R

D. ABUSE OF SICK LEAVE

1st Offense	2nd	3rd	4th
O.R.	W.R. - 10 days	10 days - R	R

E. TARDINESS

1st Offense	2nd	3rd	4th	5th
O.R.	W.R. - 5 days	W.R. - 10 days	10-30 days	R

II. PERFORMANCE OF DUTIES

A. INCAPACITY TO PERFORM DUTIES

1st Offense	2nd	3rd
O.R. - R	10 days - R	R

B. INCOMPETENCY OR INEFFICIENCY

1st Offense	2nd	3rd
O.R. - D/R	O.R. - D/R	D/R

C. NEGLIGENCE OF DUTY

1st Offense	2nd	3rd	4th
O.R. - W.R.	W.R. - 5 days	5 days - R	R

D. FAILURE OR EXCESSIVE DELAY IN CARRYING OUT AN ORDER

1st Offense	2nd	3rd	4th
O.R.	W.R. - 10 days	10 days - R	R

E. SERIOUS MISTAKES DUE TO CARELESSNESS

1st Offense	2nd	3rd	4th
O.R.	W.R. - R	5 days - R	R

F. WASTE OF MATERIALS OR SUPPLIES

1st Offense	2nd	3rd	4th
O.R.	W.R. - 5 days	5 days - 30 days	30 days - R

G. SLEEPING ON THE JOB

1st Offense	2nd
W.R. - 10 days	10 days - R

**H. FAILURE TO REPORT SUSPENSION OF DRIVER'S LICENSE
(when employee is required to have a valid driver's license as a condition of employment)**

1st Offense
D/R

I. DRIVING ON THE JOB WHILE LICENSE IS SUSPENDED

1st Offense
D/R

III. PERSONAL CONDUCT

A. SELLING, DISTRIBUTION OR POSSESSION OF ALCOHOLIC BEVERAGES OR CONTROLLED DANGEROUS SUBSTANCES WHILE ON DUTY OR ON COUNTY PROPERTY

1st Offense
R

B. MENTAL OR VERBAL ABUSE OF A CO-WORKER, MEMBER OF THE PUBLIC OR CUSTOMER

1st Offense	2nd	3rd
O.R. - 10 days	10 days - R	R

C. INAPPROPRIATE PHYSICAL CONTACT WITH OR PHYSICAL MISTREATMENT OF A CO-WORKER, MEMBER OF THE PUBLIC OR CUSTOMER

1st Offense	2nd
W.R. - R	R

D. FIGHTING OR CREATING A DISTURBANCE IN THE WORK PLACE

1st Offense	2nd	3rd
W.R. - 10 days	10 days - R	R

E. FALSIFICATION OF OFFICIAL DOCUMENTS

1st Offense	2nd
O.R. - R	R

F. INSUBORDINATION

1st Offense	2nd	3rd
O.R. - R	5 days - R	R

G. INAPPROPRIATE RELEASE OF CONFIDENTIAL INFORMATION

1st Offense	2nd
O.R. -R	R

H. CONDUCT UNBECOMING A PUBLIC EMPLOYEE

1st Offense	2nd	3rd
O.R. - R	5 days - R	R

I. USE OF OBSCENE LANGUAGE

1st Offense	2nd	3rd	4th
O.R.	W.R. - 5 days	5 days - R	R

J. THEFT

1st Offense	2nd
1 day - R	R

K. DESTRUCTION OF PROPERTY

1st Offense	2nd	3rd
W.R. - R	3 days - R	R

L. INAPPROPRIATE PERSONAL APPEARANCE OR UNHYGIENIC PERSONAL HABITS

1st Offense	2nd	3rd	4th	5th
O.R.	1 day-5 days	5 days-15 days	15 days - R	R

M. MISAPPROPRIATION OF FUNDS

1st Offense
R

N. CONVICTION OF A CRIMINAL OFFENSE THAT ADVERSELY RELATES TO EMPLOYMENT

1st Offense
R

O. DISCOURTESY

1st Offense	2nd	3rd	4th
W.R. - 1 day	1 day - 10 days	10 days - R	R

P. UNAUTHORIZED POSTING OR REMOVAL OF NOTICE AND ANNOUNCEMENTS

1st Offense	2nd	3rd	4th
O.R. - 5 days	5 days - 10 days	10 days - R	R

Q. THREATENING CO-WORKERS

1st Offense	2nd	3rd
W.R. - R	3 days - R	R

R. POLITICAL ACTIVITY DURING WORK HOURS

Engaging in any form of political activity during working hours is unacceptable.

1st Offense	2nd
O.R. - R	R

S. MISUSE OF AUTHORITY OR POSITION

1st Offense	2nd	3rd
O.R. - R	5 days - R	R

T. VIOLATION OF A RULE, REGULATION, POLICY, PROCEDURE, ORDER OR ADMINISTRATIVE DECISION

1st Offense	2nd	3rd
O.R. - R	5 days - R	R

U. UNDER THE INFLUENCE OF ALCOHOL OR CONTROLLED DANGEROUS SUBSTANCE (S) WHILE ON DUTY

1st Offense	2nd
W.R. - 10 days	R

V. SEXUAL HARASSMENT

1st Offense	2nd	3rd
O.R. - R	10 days - R	R

IV. SAFETY AND SECURITY PRECAUTIONS

A. NEGLIGENCE IN PERFORMING DUTY RESULTING IN INJURY TO PERSONS OR DAMAGE TO PROPERTY

Negligence in performing duties resulting in injury to persons or damage to property is unacceptable.

1st Offense	2nd
5 days - R	R

B. LOSS OF COUNTY PROPERTY

1st Offense	2nd	3rd
1 day - 10 days	10 days - R	R

C. LOSS OF CARELESS CONTROL OF KEYS

1st Offense	2nd	3rd	4th
W.R. - 5 days	5 days - 10 days	10 days - R	R

D. FAILURE TO SECURE WORK AREA

1st Offense	2nd	3rd	4th
O.R. - 5 days	5 days - 10 days	10 days - R	R

E. FAILURE TO FOLLOW SAFETY AND SECURITY PROCEDURES

1st Offense	2nd	3rd	4th
W.R. - 1 day	1 day - 5 days	5 days - R	R

F. POSSESSION OF WEAPONS

1st Offense
R

G. TRAFFIC VIOLATION WHILE OPERATING A COUNTY VEHICLE

1st Offense	2nd	3rd	4th
O.R. - 1 day	1 day - 5 days	10 days - R	R

H. UNAUTHORIZED USE OF COUNTY EQUIPMENT

1st Offense	2nd	3rd	4th
O.R. - 5 days	5 days - 10 days	10 days - R	R

I. PARKING VIOLATION FOR A COUNTY VEHICLE

1st Offense	2nd	3rd	4th	5th
O.R. - W. R.	W.R.	W.R. - 5 days	10 days-20 days	R