CITY OF COMMERCE
ADMINISTRATIVE POLICIES

STANDARDS OF CONDUCT AND DISCIPLINE

1.0   PURPOSE

To establish expected standards of conduct and outline disciplinary action which may be taken for certain types of offenses.

2.0   POLICY

2.1   In order to maintain the trust of the public, it is of utmost importance that employees not engage in conduct which could be detrimental to that mission. The City of Commerce is involved in providing the public a number of highly responsible services in which many individuals and businesses rely on the quality and reliability of our programs and services. Thus, all employees are expected to provide excellent and reliable service to the public. Any failure to meet this high standard is cause for concern, discipline, or possible discharge.

2.2   The City of Commerce generally adheres to the concept of progressive discipline. This means that the City will take appropriate action based on the seriousness of the situation and the circumstances.

2.3   Discipline, less than termination, may take the form of a verbal or written warning, a performance appraisal indicating substandard performance in one or more areas, probation or suspension. Which of these options is chosen or whether any of them are used, prior to termination depends on the seriousness of the infraction.

2.4   The evaluation of the seriousness of the offense will be made solely by management.

2.5   There are certain kinds of action that cannot be permitted to occur because of their unfair impact on citizens, customers, suppliers, or co-workers. Such offenses may result in discharge on the first occurrence. Some examples of such offenses are:

    A.   Failure or refusal to carry out job assignments and management requests.
    B.   Unauthorized release of City information.
    C.   Swearing or verbal abuse while on City premises.
    D.   Falsification of any work, personnel, or other City records.
    E.   Removal of City property without permission.
    F.   Unauthorized taking of City funds or property or unauthorized charges against a City account.
    G.   Dishonesty.
    H.   Discrimination against or harassment of co-workers or the public.

I. Being under the influence of alcohol or a controlled substance at work or on City premises.
J. Deliberate damage to City property.
K. Fighting or threatening to fight with another employee or the public.
L. Participation in a business directly competing with the City.
M. Serious misconduct of any kind.
N. Sleeping on the job.

These examples are not all-inclusive; other behavior may also lead to discharge on the first occurrence.

2.6 There are other actions that should not occur, but normally it is either the repeated occurrence of the action or the commission of more than one offense that results in termination. For such actions, an employee normally will receive some lesser discipline prior to discharge. Some examples of such offenses are:

A. Inefficient performance of an assigned duty or responsibility.
B. Substandard performance of an assigned duty or responsibility.
C. Absenteeism or tardiness in reporting to work or returning from rest periods or meal periods.
D. Failure to report an absence in accordance with the absenteeism policy.
E. Failure to comply with safety or security rules and procedures.
F. Carelessness or negligence in the performance of an assigned duty or in the care and use of City property.
G. Violation of City policy.

2.7 Failure to report for duty for three (3) consecutive days without approved leave will be considered abandonment of the position and will result in termination of the employee without the right to appeal. Employees on sick leave should follow the procedures on page 167 of the Administrative Policies. Other leave should be requested according to the Administrative Policies, Leaves.

2.8 The City of Commerce reserves the right to take disciplinary action, up to and including termination, as warranted by the seriousness of any given situation and the circumstances.

EFFECTIVE: 08-03-98   LAST REVISED: 07-1-98

CITY MANAGER APPROVAL:

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44