

POLICY NAME CAUSES FOR DISCIPLINARY ACTION

POLICY NUMBER 2.6.2

CATEGORIES

DATE PROPOSED: 11/8/18

DATE OF VOTE: 11/8/18

ACCEPT (Y/N): Y

The following are examples of causes for disciplinary action, but are in no way restrictive as to the reasons which may form a valid basis for disciplinary action:

- Indictment for, conviction of, or the commission of, an act which would constitute, (1) a felony or (2) a crime involving moral turpitude; conviction of, or the commission of an act which would constitute, a misdemeanor which reflects unfavorably upon the employee's character or his/her effectiveness in the job;
- Conduct unbecoming an employee, while on or off duty, which tends to bring discredit upon the Municipal Ice Complex (MIC) and its employees; which adversely affects the morale or efficiency of, or public respect for, the MIC; or which otherwise threatens order, safety, or health;
- Incompetence, malfeasance, or misfeasance in the performance of duties;
- Neglect or inefficiency in the performance of duties;
- Violation of MIC rules or policies;
- Acts of insubordination, including, but not limited to, refusal to obey legitimate orders, delay or failure to carry out assigned work, disrespect, insolence, and like behavior;
- Tardiness;
- Unauthorized absences;
- Unauthorized use, misappropriation, destruction, theft, or conversion of MIC property or private property on MIC grounds;
- Neglect or carelessness resulting in damage to public property, or injury to another human being, and/or failure to report accidents or personal injury;
- Disregard of safety rules and regulations;
- Falsification, misrepresentation, or suppression of any information including, but not limited to, employment application, employee reports, records, or time cards;
- Refusal to fully and truthfully answer questions of a supervisor or other designated individual during an inquiry, interrogation, hearing, or court proceeding;
- Threatening, intimidating, coercing, or otherwise interfering with other employees in the execution of their duties;
- Possessing, drinking, using, or being under the influence of alcoholic beverages or drugs while on duty or otherwise violating the MIC Drug and Alcohol Policy (Policy #2.6.6);
- Unauthorized access to, disclosure of, or inappropriate use of protected health information or other privileged or confidential information;
- Defamation;
- Harassment, as defined by Policy 2.1.2, of another MIC employee or of a patron while on duty;
- Submission of fraudulent claims;

- Unauthorized possession, storage, or concealment of firearms, other weapons, explosives, or other dangerous materials on an employee's person or in MIC desks, file cabinets, lockers, vehicles, or in any other MIC property or equipment;
- Sleeping during duty/work hours;
- Failure to obtain or maintain a license or certificate required as a condition of employment;
- Gambling or gambling related conduct during work hours or on MIC property, including, but not limited to, inviting or soliciting a gambling wager and attempting to collect or collecting on a gambling debt;
- Violations of Policy and Procedures relating to MIC-owned information technology equipment as provided in Policy 2.5.16;
- Habitual or repetitive acts of misconduct, violations of policy, and/or infractions of rules and regulations.

COMMENTS: