



Policy: 2019004

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DISCIPLINE POLICY

The City of Findlay recognizes that the success of City government in providing the best services to its citizens directly correlates with the appropriate employee conduct and performance. Employee behavior which is positive and supportive of the best in class municipal management is fully encouraged by all City leaders.

However, when an employee's conduct or performance is inconsistent with the needs, goals and strategic direction of the City, disciplinary actions up to and including dismissal can occur. Progressive discipline is suggested in most instances, but in some cases more serious discipline up to termination may immediately occur.

1. Department Heads, Managers and Supervisors are responsible for enforcing work rules and policies fairly and impartially among all employees under their direction. In administering these work rules, it is recognized that corrective action must be taken on occasion to correct unacceptable employee behavior
2. All disciplinary action taken must be recorded on the appropriate City form. A copy of the employee discipline form shall then be forwarded to the Human Resources department so that will be placed in the employee's personnel file.
3. Discipline involving demotion, suspension (more than 3 working days) or termination of Civil Service employees shall follow the guidelines set forth in Ohio Revised Code 124.34 (Reduction, Suspension, Removal) All other employees, with the exception Fire and Police and those covered by a collective bargaining agreement, will follow the guidelines set forth in this discipline policy.
4. Department Heads, Managers and Supervisors are not required to progressively discipline their subordinates and can start at any step of the disciplinary process they feel appropriately correlates to the work misconduct they are disciplining for. Some instances of work misconduct can result in immediate termination.



Examples of Work Misconducts

The following list of infractions, offenses, or misconduct shall represent employee noncompliance with rules, regulation, policies, practices or procedures of the City or the department, or employee wrongs or offenses which violate permissible behaviors or are specifically prohibited by law. The listed reasons are for informational purposes only and are not meant to be exhaustive. Each disciplinary action shall be considered on a case-by-case basis. The following are examples of violations which will result in a disciplinary response.

Certain work infractions are considered so serious that they may require an employee's **IMMEDIATE DISMISSAL**. They are as follows:

(A)

1. Dishonesty, including any deliberate falsification or misrepresentation, misleading or incorrect information in connection with the presentation of City records, including an application of employment.
2. Stealing, sabotage, willful damage, abuse, or destruction of City property, tools or equipment, or the property or equipment of a customer or another employee, or failure to report any of the above.
3. Removal from City premises of any City property, or the property of others, without proper authorization
4. Possession, consumption or distribution of intoxication beverage or illegal drugs on City property and/or reporting to work under the influencing of intoxicating beverages or drugs
5. Insubordination, including but not limited to, refusal to perform work.
6. Knowingly or intentionally make false or malicious allegations or complaints against another person.
7. Assaulting fighting, coercing, interfering with or threatening bodily injury to others.
8. Immoral or indecent conduct

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9. Sleeping during assigned working hours.

 10. Possession of a weapon by City employees while on duty, while on City property, or while on a City job site unless authorized as set forth below, is strictly prohibited. A “weapon” shall be defined as any firearm or other instruments of violence. Authorized possession occurs only when:
 - The employee with a weapon subject to licensing is appropriately licensed through the appropriate licensing authority; and the employee has received written permission from his/her division director, department manager, and the Police Chief to possess said weapon; or
 - The employee is a Police Officer; or
 - The employee possesses the weapon in connection with and while undergoing training by the Findlay Police Department
 - The employee is legally in possession of a firearm or ammunition (but not those firearms ammunition or other devices for which must possess valid federal firearms issued under 18 U.S.C. 923) that is locked in the trunk of the employees vehicle, kept in the glove compartment of the employee’s locked vehicle or stored out of plain sight in the employee’s locked vehicle.

The following examples of work misconduct will constitute grounds of disciplinary action on a progressive basis **UP TO AND INCLUDING DISMISSAL:**

(B)

1. Disorderly conduct, any conduct that is disrespectful of the rights of others, or knowingly making false or malicious allegations or complaints against another employee.

2. Unauthorized or unreported absences, tardiness or early quits.

3. Carelessness or recklessness causing damage to, defacement or destruction of building, equipment or other City property, or the property of others.

4. Posting, writing on, or defacing bulletin boards, walls, equipment or other material, or altering, or removing notices.

5. Leaving the regularly assigned work location without first securing immediate supervisor’s permission (if applicable)

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6. Failure to observe department work-hour schedule: Starting time, quitting time, rest and meal periods.
 7. Willful carelessness or improper performance of duties.
 8. Use of City materials, time, vehicle, or equipment without consent of management for unauthorized purposes or for personal use
 9. Willful, deliberate or repeated violation of City safety rules.
 10. Failure to report any injury, accident, and/or damage to property to supervisor immediately upon its occurrence (Refer to incident reporting procedures).
 11. Unauthorized presence on City Property
 12. Unauthorized use of City telephones for personal use
 13. Excessive use of personal cell phones or other electronic devices during work time.
 14. Violation of City's Computer, e-mail and internet policy.

Director of Law Review



Human Resources Director



Mayor

