



CARD Policy and Procedure

POLICY #3104 Prohibited Conduct and Disciplinary Action
EFFECTIVE DATE 1/25/2024 **VERSION # 2**
DATE OF LAST REVISION 12/22/2023 **NEXT REVIEW DATE** 1/1/2026

APPLIES TO

Division Districtwide
 Sub-Division Human Resources

VERSION	REVISION DATE	DESCRIPTION OF CHANGE/SUPERSEDE	AUTHOR
1	07/01/2010	Board Approved Employee Handbook	General Manager
2	12/22/2023	Removing from Handbook and adding it to newly formatted policy repository	Michelle Niven

RATIONALE

The District seeks to promote efficiency, productivity, and cooperation among employees.

CONTENT

Although it is not possible to provide an exhaustive list of all types of impermissible conduct, the following are some examples:

- Insubordination, including but not limited to, improper conduct or refusal to perform tasks assigned by a manager in the appropriate manner.
- Possession, distribution, sale, use or being under the influence of alcoholic beverages or illegal drugs while on the District’s property, while on duty, or while operating a vehicle or potentially dangerous equipment leased or owned by the District.
- Inefficient or careless performance of job responsibilities or inability to perform duties satisfactorily.
- Excessive, unnecessary or unauthorized use of District property and supplies, particularly for personal purposes.
- Violating safety or health rules or practices or engaging in conduct that creates a safety or health hazard
- Irregular attendance: repeated tardiness, unreported or unexcused absence or abuse of sick leave, overstaying a leave of absence without written authorization, leaving District premises or one’s job area without permission during working hours (excluding meal periods).
- Release of confidential information or trade secrets about the District or its clients.
- Making malicious, false, or derogatory statements that may damage the integrity or reputation of the District or its employees.
- Any communication or interaction with customers that is deemed as disrespectful, vulgar or unprofessional.

Policy #3104 – Disciplinary Action

- Destruction, damage, theft or unauthorized removal or possession of property from the District, fellow employees, customers or anyone on District property.
- Altering or falsifying any timekeeping record for the employee or a fellow employee.
- Unauthorized absence unless a reasonable excuse is offered and accepted by the District.
- Falsifying or making a material omission on an employment application or any other District record.
- Fighting or using obscene, abusive or threatening language or gestures.
- Any action which is detrimental to the orderly conduct of business.
- Bringing on District property dangerous or unauthorized materials, such as explosives, firearms or other similar items.
- Engaging in sexual or other harassment or discrimination with another employee, customer or vendor.
- Dishonesty of any kind in relations with the District or its customers.
- Pleading guilty to, or being convicted of, any crime other than a minor traffic violation.
- Failure to promote cooperative working relationships with any other District employee or customer.
- Violation of any District policies, practices, or procedures, whether or not detailed in this handbook.


Violation of District policies and rules may warrant disciplinary action that may include any of the following: verbal warnings, written warnings, suspension, or termination, all at the District’s sole discretion. Nothing in this policy limits or alters the at-will employment relationship. Thus, the District may, in its sole discretion, use whatever form of discipline is deemed appropriate under the circumstances, up to and including termination of employment without prior verbal or written warning.

Authority: General Manager; Board of Directors

Michelle Niven
Author (print and sign)



02/13/2024
Date



Annabel Grimm
General Manager

13 Feb 2024
Date

Approved by the Board of Directors on: **January 25, 2024**