

## **Employee Discipline Policy**

(For a Civil Service Municipality indicate in these parenthesis “***Unless superseded by CSC Rules and Regulations***”)

A. An employee may be subject to discipline as deemed appropriate **by ( the Manager, Administrator, department heads, governing body)**. The following include, but are not limited to, examples of conduct that will result in disciplinary action:

- Falsification of public records, including attendance and other personnel records.
- Failure to report absence.
- Harassment of co-workers and/or volunteers and visitors.
- Theft or attempted theft of property belonging to the **(name of local unit)** , fellow employees, volunteers or visitors.
- Failure to report to workday or days prior to or following a vacation, holiday and/or leave, and/or any other unauthorized day of absence.
- Fighting on **(name of local unit)** property at any time.
- Being under the influence of intoxicants (e.g., liquor) or illegal drugs on **(name of local unit)** property and at any time during work hours.
- Possession, sale, transfer or use of intoxicants or illegal drugs on **(name of local unit)** property and at any time during work hours.
- Insubordination.
- Entering the building without permission during nonscheduled work hours.
- Soliciting on **(name of local unit)** premises during work time.
- Careless waste of materials or abuse of tools, equipment or supplies.
- Deliberate destruction or damage to **(name of local unit)** or suppliers' property.
- Sleeping on the job.
- Carrying weapons of any kind on **(name of local unit)** premises and/or during work hours, unless carrying a weapon is a function of your job duties.
- Violation of established safety and fire regulations.
- Unscheduled absence, and chronic or excessive absence.
- Chronic tardiness.
- Unauthorized absence from work area, and/or roaming or loitering on the

premises, during scheduled work hours.

- Defacing walls, bulletin boards or any other **(name of local unit)** or supplier property.
- Failure to perform duties, inefficiency or substandard performance.
- Unauthorized disclosure of confidential**(name of local unit)** information.
- Gambling on **(name of local unit)** premises.
- Horseplay, disorderly conduct and use of abusive and/or obscene language on **(name of local unit)** premises.
- Deliberate delay or restriction of your work effort, and/or incitement of others to delay or restrict their work effort.
- Conviction of a crime or disorderly persons offense.
- Violating any **(name of local unit)** rules or policies.
- Conduct unbecoming a public employee.
- Violation of **(name of local unit)** policies, procedures and regulations.
- Violation of federal, state or Town laws, rules, or regulations concerning drug and alcohol use and possession.
- Misuse of public property, including motor vehicles.
- Unauthorized use of computers, internet, and email.
- Other sufficient cause.

B. In cases of employee misconduct, the **(name of local unit)** believes in corrective action for the purpose of correcting undesirable behavior and preventing a recurrence of that behavior. The corrective action taken will be related to the gravity of the situation, the number and kind of previous infractions and other circumstances. In every case, employees will be given an opportunity to state the situation from their point of view.

C. In order to correct undesirable behavior, **(department heads, supervisors, managers, administrators)** may utilize the following corrective tools: verbal reprimand; written reprimand; suspension; fines; and dismissal. At the discretion of the **(name of local unit)** , action may begin at any step, and/or certain steps may be repeated or bypassed, depending on the severity and nature of the infraction and the employee's work/disciplinary record.