

**CITY OF BEAUMONT
POLICIES AND PROCEDURES MANUAL**

Policy Number: 3.1

Subject: Standards of Conduct

Effective Date: December 7, 2015

Approved by: Kyle Hayes | 05/01/2021
City Manager | Date

Chris Catalina | 05/01/2021
Personnel Director | Date

I. PURPOSE

The purpose of this policy is to outline the guidelines when advising an employee of unacceptable/poor behavior, conduct, or performance.

II. EMPLOYEE RIGHT TO REPRESENTATION

- A. This section does not apply to evaluation meetings.
- B. A co-worker shall be given the opportunity to be present at any examination of the employee in connection with an investigation in accordance with the following guidelines:
 - 1. The employee reasonably believes the meeting will result in disciplinary action.
 - 2. The employee specifically requests representation (either before or during the meeting).
 - 3. The City will allow the co-worker to attend investigative hearings. The City employee responsible for conducting the investigation will set the time and place of the meeting at which the employee will be responsible to have the co-worker present if he/she desires.

III. RULES/PROCEDURES

- A. Each employee shall comply with policies, procedures and supervisory instructions in the performance of his/her duties.
- B. A supervisor shall inform an employee as unacceptable/poor behavior, conduct, or performance is observed.
- C. Continued unacceptable/poor behavior, conduct, or performance may lead to disciplinary action, including termination.

- D. Disciplinary action as a result of unacceptable/poor behavior, conduct or performance may not warrant progressive disciplinary action and as such may result in immediate termination for a violation of policy.

IV. VIOLATIONS

Violations of this policy shall be considered in light of the seriousness of the offense and the circumstances in which it took place and may result in corrective action ranging from a warning, reprimand, or suspension to termination. The violations stated herein are not all-inclusive and are only examples of policy violations. Nothing within the violation of policy shall prevent the immediate suspension or termination of the employee. An employee action form should be completed by the supervisor and provided to the employee. (Attachment A)

A. Group I Violations

Some violations are so serious that the first offense could warrant immediate suspension and dismissal. Examples may include but are not limited to:

1. Stealing money or property belonging to the City or other City employees or persons conducting business with the City, including vendors or lessees.
2. Reporting to work under the influence of alcohol or drugs or any violation in accordance with the Drug Testing/Screening Policy.
3. Use of intoxicants or controlled substances while on duty.
4. Sleeping while on active duty.
5. Smoking in restricted areas.
6. Carrying a concealed weapon on your person while on duty, unless required in the performance of official duties.
7. Physical violence directed against the public or other City employees.
8. Using abusive language to fellow employees or to the public.
9. Use or willful destruction of City property; removing or defacing signs, bulletin boards or other City property.
10. Falsification of City records.
11. Punching another employee's time card.

12. Walking off the job or leaving the place of work while on duty without permission except in cases of serious emergencies.
13. Refusing to perform work assignments or insubordination.
14. Reckless or violent behavior causing personal injury to another or property damage.
15. Conviction of a felony or a crime of moral turpitude.
16. Employees are prohibited from using City facilities before, during or after the work day for non-business related activities.

B. Group II Violations

Violations in this category are less serious than Group I violations and normally result in a warning, reprimand, suspension and even termination in case of persistent or repeated violations. Examples of Group II violations may include, but are not limited to:

1. Distributing written or printed literature or circulating a petition without authorization.
2. Neglect of work.
3. Carelessness in the use of machines or materials.
4. Failure to observe safety rules established for the City or a particular department.
5. Chronic or excessive absenteeism or tardiness, "excessive" being defined as exceeding the average for the department/division as a whole.
6. Failure to give notice in advance of necessary absence except in the case of emergencies.
7. Working on another job that could create conflict of interest.

V. CORRECTIVE ACTION

When a rule is violated, the facts and circumstances of the individual case are considered according to the seriousness of the problem in determining the appropriate corrective action.

EMPLOYEE ACTION
(Attachment A)

Employee:	Date of Action:
Department/Division:	Position/Shift:

Violation of City Policy # _____

- | | |
|---|---|
| <input type="checkbox"/> Attendance | <input type="checkbox"/> Smoking in restricted areas |
| <input type="checkbox"/> Carelessness | <input type="checkbox"/> Unsatisfactory Work Quality |
| <input type="checkbox"/> Insubordination | <input type="checkbox"/> Failure to Follow Instructions |
| <input type="checkbox"/> Tardy or Early Quit | <input type="checkbox"/> Damage to Materials or Equipment |
| <input type="checkbox"/> Rudeness to Employees or Customers | <input type="checkbox"/> Working on Personal Matters |
| | <input type="checkbox"/> Other: _____ |

PREVIOUS WARNINGS

DATE (note in applicable space)				BY WHOM
	ORAL	WRITTEN	SUSPENSION	
1 st WARNING				
2 nd WARNING				
3 rd WARNING				

Action to be Taken: Oral Reprimand Written Reprimand Suspension Demotion Dismissal
 Other _____

EMPLOYER STATEMENT	Date of Incident:	Time:	am/pm
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EMPLOYEE STATEMENT I agree with Employer's Statement.
 I disagree with Employer's description of violation for the following reasons.

Consequence should incident occur again: _____

I have read this Employee Action notice and understand it. I also understand that any grievance/appeal action I wish to initiate must be submitted properly no later than _____. I have received a copy of the Grievance or Appeal of Termination Policy.

Signature of Employee	Date
Signature of Supervisor Who Issued Warning	Date

Routing	DATE	SIGNATURE:
		Division Manager:
		Department Director:

**Employees may grieve a disciplinary action in accordance with the GRIEVANCE POLICY.
Employees may appeal a termination in accordance with the APPEAL OF TERMINATION policy.**