

VI. EMPLOYEE CONDUCT

O. GUIDELINES FOR APPROPRIATE CONDUCT/DISCIPLINARY ACTION

The City Manager or designated representative has the authority to hire, fire, discipline, and maintain the efficiency of all operations within the jurisdiction of the City of Lawrence.

The objectives of good discipline are to: correct the behavior, and maintain the integrity and standards of the organization. Discipline should, therefore, be corrective and educational rather than merely punitive. Effective discipline condemns the employee's actions - not the employee as a person.

Disciplinary action shall be appropriate to the infraction committed, and generally progressive in nature. However, some conduct may be serious enough to warrant more severe discipline including immediate termination without progression.

Types of behavior and conduct the City considers inappropriate which may be cause for disciplinary action includes, but is not limited to, the following:

- Falsifying employment or other City records;
- Violating the City's nondiscrimination and/or sexual harassment policy;
- Soliciting or accepting gratuities for personal gain;
- Excessive absenteeism, tardiness, or unexcused absence;
- Unauthorized use of City supplies and/or equipment for personal purposes;
- Reporting to work intoxicated or under the influence of illegal drugs or being involved in the illegal manufacture, possession, use, sale, distribution, or transportation of drugs;
- Bringing or using alcoholic beverages on City property or using alcoholic beverages while engaged in City business off premises, except where authorized;
- Fighting or using obscene, abusive, or threatening language or gestures or other offensive conduct toward the public or other employees;
- Theft of property;
- Unauthorized possession of weapons on City premises or while on City business;
- Disregarding safety or security regulations;
- Failing to maintain the confidentiality of City, employee, or client information;
- Incompetence or inefficiency;

- Failing to follow a legal directive from your supervisor or other city management staff (Insubordination);
- Conviction of a felony or misdemeanor;
- Negligent or willful damage to or waste of City property;
- Violation of City or departmental rules, orders, policies or regulations.

Should the employee's performance, work habits, overall behavior, conduct or demeanor become unsatisfactory in the judgment of the City, based on violations either of the above or of any other City policies, rules, or regulations, the employee will be subject to disciplinary action, up to and including termination.

Disciplinary actions that do not affect the employee's current pay, status or tenure and are administered to correct and improve the employee's job performance, may include the following in no particular order:

- Oral warnings;
- Written warnings;
- Performance Improvement Plan (for a period not to exceed 6 months);
- Final warning.

Disciplinary actions that reduce or otherwise affect the employee's current pay, status, or tenure are administered to discipline an employee for an offensive act or poor job performance. They may include the following in no particular order:

- Suspension from duty;
- Demotion;
- Termination.

Employees do not accrue vacation, sick, or holiday leave while suspended from work for more than two weeks.