

CITY OF GRAND FORKS			
POLICY TITLE:	Employees - Step	POLICY NO:	608
	Discipline Process		
EFFECTIVE DATE:	March 16 , 2009	SUPERSEDES:	
APPROVAL:	Council	PAGE:	1 of 2

POLICY:

All employees shall comply with rules, regulations and policies of the City and non-compliance of such rules and regulations may result in discipline and/or dismissal.

PURPOSE:

To make it clear to all employees that certain actions will not be tolerated and will result in discipline of the offending employee and in serious cases may also result in discharge of that employee.

PROCEDURE:

RULES AND REGULATIONS - STEP DISCIPLINE WORK INFRACTIONS

1. Absent without leave.
2. Leaving the job without permission.
3. Leaving the Department without permission.
4. Coming to work late.
5. Failure to perform assigned work.
6. Inadequate, incompetent and/or unsatisfactory job performance.
7. Sleeping on the job.
8. Horseplay.
9. Unable to perform or unfit for work.
10. Safety infractions of any kind.
11. Fighting or other altercations.
12. Willful damage of City property or the property of a fellow employee or contractor working for the City while on City property.
13. Participation in an illegal work stoppage.
14. Failure to follow a specific instruction of a Supervisor.
15. Insubordination of any kind whatsoever.
16. Damage to equipment or production losses due to negligence.
17. Continuing inability to work on a consistent and regular basis or to perform the tasks required by the job.
18. Persistent absenteeism.
19. Falsification of records.
20. Theft of City property or the property of another City employee or contractor working for the City.

All of these infractions will be communicated to the employee(s) verbally and/or in written form. And the following will apply:

- 1) All present and new employees shall receive a copy of the above with the City's Rules and Regulations.
- 2) The step discipline policy is subject to the grievance procedures of the collective agreement.
- 3) Any of the above infractions may result in a verbal and/or written warning, suspension or dismissal, depending on the seriousness of the action and the past record of the individual employee.
- 4) All employees have the right to discuss any of the above infractions with their Supervisor, Department Head or the City Manager.