RULE XI – DISCIPLINARY ACTIONS

1. Authority

The City Manager may take or delegate administrative and/or disciplinary action regarding the employment of any employee of the City appointed by him/her or his/her designee. Disciplinary action of any employee shall be based upon one or more of the following grounds.

a. Incompetency
b. Inefficiency
c. Insubordination
d. Neglect of duty
e. Failure to meet the minimum qualifications of a position
f. Absence without leave.
g. Failure to follow established work rules.
h. Conviction of a felony, misdemeanor involving moral turpitude, or other crime effecting job performance.
i. Discourteous treatment of other employees or the public.
j. Fraud in securing appointment.
k. Dishonesty.
l. Improper political activities that constitute violation of any state or federal law.
m. Theft or misuse of City property.
n. Failure to meet the medical qualifications of a position.
o. Conduct unbecoming an employee so as to bring discredit upon the City.

Administrative action may include, but is not limited to, reassignment or placing an employee on administrative leave, with or without pay, at any time pending investigation of cause specified above for disciplinary action. Disciplinary action may be taken at any time after providing written notice five (5) days prior to the action. The action shall include the nature of the action to be taken, right to respond, right to appeal, and availability of evidence in support of the action.