

Truckee-Donner Recreation and Park District Policy Handbook

POLICY TITLE: Employee Discipline
POLICY NUMBER: 223

223.10 All employees are expected to act in a mature and professional manner, both at work and in the community where they are perceived as representatives of the District.

223.20 Department supervisors administer a disciplinary policy designed to provide consistency, both in the application of rules and in the types of discipline that may be used.

223.30 In general, when an employee's conduct is not seriously violative of District rules or policies, the District will follow these steps when imposing discipline. However, the District may eliminate any of the first three steps when it determines that the employee's misconduct is serious and requires a more serious form of discipline:

- a. Counseling
- b. Written warning, signed by the employee
- c. Suspension without pay (optional)
- d. Termination

223.40 The following examples illustrate some forms of unacceptable employee conduct that may result in discipline:

- a. Fraud in securing employment
- b. Incompetency
- c. Inefficiency
- d. Inexcusable neglect of duty
- e. Insubordination
- f. Dishonesty
- g. Intoxication
- h. Illegal use of narcotics or other controlled substance
- i. Inexcusable absence without leave
- j. Charged or convicted of a felony or conviction of a misdemeanor involving criminal offenses against persons, such as homicide or assault, and against property, such as arson, burglary, and theft. A plea or verdict of guilty, or a conviction following a plea of nolo contendere, to any of such criminal offenses is deemed to be a conviction within the meaning of this section.
- k. Inappropriate treatment of the public or other employees
- l. Willful disobedience

Truckee-Donner Recreation and Park District Policy Handbook

- m. Misuse of District property
- n. Theft
- o. Tardiness
- p. Other failure of good behavior either during or outside of duty hours which is of such serious nature that it reflects directly upon and causes discredit to the District
- q. Falsification of District records, including job applications
- r. Repeated absenteeism

223.50 The employee will receive copies of all written warnings and any documentation on disciplinary matters. He/she will be requested to provide a signature acknowledging receipt of all such documents. The employee will have an opportunity to reply in writing to the recommended disciplinary action within five days.