

**GUIDELINES FOR CLASSIFIED DISCIPLINARY ACTION**

When initiating discipline of a classified employee, the most important elements to consider are documentation, evaluation, and procedures to be followed.

The current manual, Guidelines for Classified Employee Disciplinary Action, is available online as a resource document.

Causes

The causes that shall be deemed sufficient for disciplinary action against a classified employee are the following:

1. repeated unauthorized leave or abuse of leave;
2. failure to perform assignments;
3. conviction of any criminal act involving moral turpitude;
4. disorderly or immoral conduct;
5. insubordination - violation of any lawful or reasonable regulation or order made and given by a supervisor;
6. intoxication while on duty;
7. use and/or possession of a controlled substance without a lawful prescription;
8. neglect of duty;
9. damage to, waste of, or theft or conversion of District property or supplies due to negligence or willful acts;
10. discourteous treatment of the public;
11. incompetence or inefficiency;
12. dishonesty, including material and intentional misrepresentation or concealment of an fact in connection with obtaining employment;
13. any willful violation of federal or state statutes and regulations or the policies adopted by the Governing Board; and
14. mental or physical incapacity to perform the essential functions of the assigned position (in using this cause, the District will be using this article for procedural purposes only, recognizing that the employee is not at "fault" for this cause).

Public Employees, Local 1, Article 16