

- Theft or fraud.
- Willful destruction of supplies or equipment
- Violation of confidentiality regulations
- Insubordination
- Sleeping on duty
- Accepting money, tips, or gifts of more than nominal value from anyone with whom the County does business.
- Gambling during working hours or on County premises
- Fighting during working hours or on County premises.
- Engaging in threatening, profane, abusive language or other conduct that is maliciously false or that is otherwise a violation of any Federal or State law or intimidates or coerces employees on County premises or at County sponsored functions or while conducting business away from work.
- Physical violence or threats toward coworkers.
- Harassment or discrimination.
- Being under the influence of illegal drugs or alcohol at work.
- Serious safety violations.

Documentation & Appeals

- Record Keeping: All disciplinary actions will be kept in the employee's permanent personnel file.
- Employee Comments: Employees have the right to provide a written response to any disciplinary action, which will also be stored in their file.
- Appeals: Employees may appeal a disciplinary decision to the HR Department within five business days of the action.

6.0 GRIEVANCES

The grievance process does not alter at-will employment and does not guarantee reinstatement.

A grievance is defined as a formal complaint made by an employee when they feel the application of a rule, policy, or procedure has been applied unjustly, or when some condition of employment is believed to be unfair or unjust. Wherever possible, grievances should be resolved informally, and both supervisors and employees shall be expected to make a good faith effort to do so. The following procedure may be utilized when an informal resolution is not possible.

Any regular employee who has been demoted, suspended, dismissed, or subjected to any other type of disciplinary action (except oral or written reprimand), or who is aggrieved as a result of the interpretation and application of these rules and regulations, and any applicant or employee (regular or probationary) who has been subjected to any alleged