

## REASONS FOR DISMISSAL, DEMOTIONS, AND SUSPENSIONS

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### SUMMARY

This procedure contains a list of the official County Personnel Rules for the Classified Service. The official rules appear in a publication with the same title in Chapter VIII, Section 7.

### PROCEDURE

#### Rules

##### Cause for Dismissal, Demotion, or Suspension

The following are declared to be cause for dismissal, demotion, or suspension of an employee without pay, though charges may be based on causes other than those enumerated:

- A. That the employee is incompetent or inefficient in the performance of his duty.
- B. That the employee has been offensive in his conduct toward his fellow County employees or the public.
- C. That the employee has some permanent or chronic physical or mental ailment or defect that incapacitates him from proper performance of his duties.
- D. That the employee has violated any lawful or official regulation or order, or failed to obey any lawful and reasonable direction given him by a supervisor, when such violation or failure to obey amounts to insubordination or serious breach of discipline that may reasonably be expected to result in lower morale in the organization or result in loss, inconvenience, or injury to the County service or to the public.
- E. That the employee has solicited or taken for personal use a fee, gift, or other valuable thing. In the course of his work or in connection with it, when such fee, gift, or other valuable thing so solicited or given him might be construed to be a means of receiving a favor or obtaining better treatment than that accorded other persons either on a present or a future basis.
- F. That the employee has failed to pay or make reasonable provision for future payment of just debts when annoyance is caused his superior or other County officer or discredit is caused the service because of such failure.
- G. That the employee has been convicted of a felony, or of a misdemeanor involving moral turpitude.
- H. That the employee through negligence or willful conduct has caused damage to public property or waste of public supplies.
- I. That the employee has been guilty of conduct unbecoming an employee of the County whether on or off duty, provided allegations shall be specific and shall describe the conduct that is the basis of the charge.
- J. That the employee has been absent without leave or has failed to report after leave of absence has been disapproved, revoked, or canceled by the appointing authority or the Director, provided; however, that if such absence of failure to report is excusable, the Director may, upon the recommendation of the appointing authority, dismiss the charges.
- K. That the employee has hindered the regular operation of the department or division because of excessive absenteeism.
- L. That the employee has violated the provisions of departmental rules.

- M. That the employee has been guilty of attempting to use political influence in securing or attaining a position or in securing promotional positions or individual salary increases. Soliciting elected officials to intercede for or attempt to influence officers or supervisory employees in personnel matters shall be construed as a violation of the Rules.
- N. That the employee has been intoxicated on duty; or, if off duty, his conduct brings reproach upon the County service.
- O. That the employee has intentionally falsified a time record or failed to report absence from duty to supervisors.
- P. That the employee has made a false claim for leave.
- Q. That the employee, after employment, is found to have a false statement in his application for employment.
- R. That the employee has misappropriated County funds, appropriated County property for personal use, or illegally disposed of County property.
- S. That the employee is antagonistic toward superiors and fellow employees, criticizing orders, rules and policies, and whose conduct interferes with the proper cooperation of employees and impairs the efficiency of the County service.
- T. That the employee has been refused a surety bond when applied for as a qualification for employment.
- U. That the employee refuses to sign an oath of citizenship or oath of loyalty that is required to be signed by all employees or Elected Officials or the Board of County Commissioners.
- V. That the employee has been habitually tardy in reporting for duty or has absented himself frequently from duty during regular hours, or has refused to perform a reasonable amount of emergency work after working hours when directed to do so by his superior officer.
- W. That the employee refuses to have his fingerprints or photograph taken when directed to do so.
- X. That the employee has been subject to an excessive number of accidents, resulting in personal injury or injury to others.
- Y. That the employee, whose position requires the operation of a motor vehicle in the performance of his duties, has lost his driver's license and driving privileges by due process of law.
- Z. That the employee has operated a County-owned or other vehicle utilized in the service of the County in wanton disregard for the safety of others.
- AA. That the employee has failed to qualify on the examination required for his class or position or has failed to attain a position on the eligible list that permits his selection.
- BB. That the employee has violated any of the provisions of the Act or the Rules.

None of the foregoing shall be deemed to prevent the dismissal, demotion, or suspension of an employee for any cause that is justifiable, even though such cause is not contained among those enumerated; provided, however, that a permanent status employee shall have the right of appeal.

**CONTACT(S):**

**Department/Division**

Internal Services Department /Labor Management and Compensation Division

**REFERENCE DOCUMENT(S):**

Personnel Rules for the Classified Service