

POLICY - 2.9.1 - DISCIPLINE GENERALLY
SCOPE - ALL PERSONNEL

On-the-job conduct of District employees and volunteers affects the ability of the District to serve its citizens and affects the taxpayer's impression of District government. Employee and volunteer safety, productivity and morale are dependent upon employee conduct.

Occasionally, it is necessary for supervisors to resort to corrective action when another's actions are inappropriate, or where a particular employee fails to respond to informal guidance. It is important to understand that the intent of this policy is to correct inappropriate or unacceptable behavior in the work place.

GROUNDS FOR DISCIPLINE

Employees and volunteers may be subject to disciplinary action, up to and including termination, for many proper reasons including, but not limited to, insubordination, failure to adequately perform duties and responsibilities, dishonesty, the commission of a criminal act, violation of District policy or work rules, acts of speech which have a significant adverse impact on close working relationships necessary for the efficient operation of the District, tardiness, unexcused absences, or any other act or omission which has or may have an adverse impact upon the operation of the District or other District personnel.

PROGRESSIVE DISCIPLINE

Progressive discipline actions include:

1. VERBAL COUNSELING
2. WRITTEN COUNSELING OR WARNING
3. TEMPORARY PAY REDUCTION
4. SUSPENSION
5. DEMOTION
6. DISCHARGE/TERMINATION

Any or all of these steps may be utilized, depending upon the individual circumstances and the nature of the infraction.

Exceptions or deviations from the normal procedure may occur whenever the District, in its discretion, or the Fire Chief, in his/her discretion, deems it appropriate in the circumstances of the particular case.