

SANDUSKY COUNTY
PERSONNEL POLICY AND PROCEDURE MANUAL

GROUND FOR DISCIPLINARY ACTION AND PENALTIES
CLASSIFIED EMPLOYEES

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The examples of Group I, II, and III Offenses set forth below are non-inclusive examples of various forms of misconduct and non-binding guidelines for Supervisors, Department Heads, and SCAA to use in determining the normal level of appropriate discipline for a stated offense.

In general, Group I Offenses may be defined as those infractions which are of a relatively minor nature and which cause only a minimal disruption to the organization in terms of a slight, yet significant, decrease in organization productivity, efficiency, and/or morale. Group I Offenses, if left undisciplined by proper authority, will usually cause only a temporary minor adverse impact against the organization unless such acts are compounded over time.

Group II Offenses may be defined as those infractions which are of a more serious nature than Group I Offenses and which, in turn, cause a more serious and longer lasting disruption to the organization in terms of decreased organizational productivity, efficiency, and/or morale. Group II Offenses, if left undisciplined by proper authority, can cause a serious and longer lasting adverse impact against the organization than the Group I Offenses.

Group III Offenses may be defined as those infractions which are of a very serious or possibly a criminal nature, and which cause a critical disruption to the organization in terms of decreased productivity, efficiency, and/or morale. Group III Offenses, if left undisciplined by proper authority, may cause long-lasting and critically serious adverse impact against the organization.

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Group I Offenses:

First Offense..... Verbal Instruction and Cautioning
(Verbal Warning)

Second Offense Written Reprimand

Third Offense Second written reprimand/final
warning and/or a working suspension of 1
to 3 days; a fine not to exceed 3 days pay;
or a one (1) to three (3) day suspension
without pay; (*five [5] days for
administrative, supervisory, or
professional employees exempt from
overtime)

Fourth Offense..... A working suspension, suspension without pay, or
up to and including removal from employment

- Under the Fair Labor Standards Act, salaried employees exempt from overtime cannot be given disciplinary time off in less than one (1) week increments.
 1. Failure to "report off" work for any absence.
 2. Failure to commence duties at the beginning of the work period, or leaving work prior to the end of the work period.
 3. Leaving the job or work area during the regular working hours without authorization.
 4. Making preparations to leave work without specific prior authorization before the lunch period, or for any official break time, or before the specified quitting time.
 5. Leaving post of continuous operations position prior to being relieved by employee of incoming shift.
 6. Neglect or carelessness in signing in or out.

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7. Unauthorized absence from work (except job abandonment, which is a constructive resignation and/or grounds for removal).
8. Creating or contributing to less than serious unsanitary or unsafe conditions or poor housekeeping. (More serious violations carry more severe penalties.)
9. Distracting the attention of others, unnecessary shouting, demonstration, or otherwise causing disruption on the job.
10. Malicious mischief, horseplay, wrestling, or other undesirable conduct, including use of profane or abusive language.
11. Use of abusive language toward other employees.
12. Failure to cooperate with other employees as required by job duties.
13. Failure to take reasonable care of County property or equipment.
14. Use or possession of another employee's working equipment without authorization.
15. Neglect or carelessness in observance of official safety rules, or disregard of common safety practices. (Wanton or willful neglect carries more severe penalties. See Group III.)
16. Failure to observe department rules, regulations, and policies.
17. Obligating the County for any expense, service, or performance without authorization.
18. Failure to report minor accidents, injury, or equipment damage.
19. Disregarding job duties by neglect of work or reading for pleasure during working hours.
20. Unsatisfactory work or failure to maintain required standard of performance.
21. Unauthorized use of telephone for other than County business purposes.
22. Excessive garnishments.
23. Failure of a supervisor to ensure that the rules, regulations, and/or policies of the County are followed by employees or to administer discipline.

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24. Failure to comply with tardiness or absenteeism policy.

Group II Offenses:

First Offense.....Written reprimand/final and warning
and/or a working suspension of 1 to 3 days; a fine
not to exceed 3 days pay; or a one (1) to three (3)
days suspension without pay; (*five [5] days for
administrative, supervisory, or professional
employees)

Second OffenseUp to and including removal from employment

* Under the Fair Labor Standards Act, salaried employees exempt from overtime cannot be given disciplinary time off in less than one (1) week increments.

1. Sleeping during working hours.
2. Reporting for work or working while unfit for duty (may be a Group III Offense for CDL holders).
3. Conduct violating morality or common decency.
4. Unauthorized use of County property or equipment.
5. Willful failure to sign in or out when required.
6. Willful failure to make required reports.
7. Failure to report for overtime work without good reason after being scheduled to work according to overtime policy.
8. Solicitation on County premises without authorization.
9. The making or publishing of false, vicious, or malicious statements concerning employees, supervisors, the County, or its operations.

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10. Refusing to give testimony when accidents are being investigated.
11. Giving false testimony during a complaint or grievance investigation or hearing.
12. Unauthorized posting or removal of notices or signs from official bulletin boards.
13. Distributing or posting written or printed matter of any description on County premises unless authorized.
14. Unauthorized presence on County property.
15. Willful disregard of County or department rules, regulations, and policies.
16. Use of abusive language toward supervisors.
17. Discourteous treatment of the public or other persons with whom the employee comes in contact while performing work duties.
18. Misuse of two-way radio or related equipment, abusive language over the airways, or interference with business-related transmission.
19. Misuse of computers, computer systems, and/or computer data for personal reasons or business.
20. A traffic violation or accident while driving a County vehicle or equipment where the employee was at fault.

Group III Offenses:

First Offense.....Up to and including removal from employment

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1. Wanton or willful neglect in the performance of assigned duties or in the care, use, or custody of any County property or equipment. Abusing or deliberately destroying County property, tools, or equipment, or the property of other employees, in any manner.
2. Signing or altering other employees' time cards, tampering with other employees' time cards, or unauthorized altering of an employee's own time card.
3. Falsifying testimony when accidents are being investigated; falsifying or assisting in falsifying or destroying any County records, including work performance reports; or knowingly giving false information or withholding pertinent information called for in making application for employment.
4. Making false claims or misrepresentation in an attempt to obtain any County benefit.
5. Performing private work on County time or using County property or equipment for private gain.
6. Gambling during working hours.
7. Stealing or similar misconduct, including destroying, damaging, or concealing or converting any property of the County or of other employees.
8. The manufacturing, distributing, possessing, or using alcohol or controlled substances (without a properly reported prescription) in the workplace.
9. Fighting or attempting to injure other employees, supervisors, or persons.
10. Carrying or possession of firearms, explosives, or weapons on County property at any time without prior authorization.
11. Knowingly concealing a communicable disease, such as TB, which may endanger other employees.
12. Misusing or removing County records of information without prior authorization.

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13. Instigating, leading, or participating in any walkout, strike, sit-down, stand-in, refusal to return to work at the scheduled time for the scheduled shift, or other concerted curtailment, restriction, or interference with work in or about the County's work stations.
14. Dishonesty or any dishonest action. Some examples of what is meant by "dishonesty" or "dishonest action" are: theft, pilfering, opening desks assigned to other employees without authorization, making false statements to secure an excused absence or to justify an absence or tardiness; making or causing to be made inaccurate or false reports concerning any absence from work. The foregoing are examples only and do not limit the terms "dishonesty" or "dishonest action."
15. Insubordination, e.g., refusing to perform assigned work or to comply with written or verbal instruction of the supervisors.
16. Committing safety violations.
17. Threatening, intimidating, or coercing employees or supervisors.
18. Engaging in unauthorized political activity.
19. Engaging in sexual harassment.
20. Acts of discrimination or insult on the basis of race, color, sex, age, religion, national origin, or disability.
21. Failure to maintain or report the loss of required license or driving a motor vehicle while on duty or County business without a valid, applicable driver's license.
22. Refusal, without legitimate reason, to work during emergency situations.
23. Reporting to work while under the influence of alcohol or any illegal drug; violation of the County's alcohol or drug use policies; violation of CDL drug and alcohol policy; or other alcohol related incidence while on duty.

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24. Physical, verbal, or mental abuse of a co-worker, client, customer, citizen, or patient.
25. Violation of the County's Workplace Violence Policy; or damage or destruction of any County equipment or facility.
26. Misconduct which is considered within the Group III level due to the overall seriousness nature and significance of the misconduct.
27. Any conduct by an employee which brings discredit to the County and SCAA, or the employee as a public employee of the County.
28. Violation of any laws which the employee is responsible to enforce in the employee's capacity as an employee of the County.
29. Conviction of any violation of law which may adversely affect the public's trust in the employee's ability to perform the duties of the employee's position with the County.
30. Conviction of a felony as outlined in R.C. 124.34.