

TRUMBULL COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

Policy

Section 6.2

**GROUPS FOR DISCIPLINARY ACTION & PENALTIES
(EXAMPLES ONLY)**

The examples of Group I, II, and III Offenses, set forth below, are characteristic of those offenses which the State Personnel Board of Review has historically judged to be of such a nature so to warrant those penalties established for the group.

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 organizational productivity, efficiency and/or morale. Group I Offenses, if left undisciplined by proper authority, will usually cause only a temporary or minor 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 the 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 minor 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 serious impact against the organization.

Group I Offenses

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 organizational productivity, efficiency and/or morale.

First Offense -----	Instruction & Cautioning
Second Offense-----	Written Reprimand
Third Offense-----	Three (3) Day Suspension Without Pay
Fourth Offense -----	Ten (10) Day Suspension Without Pay
Fifth Offense-----	Termination

1. Discourteous treatment of the public.
2. Failure to commence duties at the beginning of the work period, or leaving work prior to the end of the work period.

3. 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.
4. Neglect or carelessness in signing in or out.
5. Creating or contributing to unsanitary or unsafe conditions or poor housekeeping.
6. Distracting the attention of others, unnecessary shouting demonstration or otherwise causing disruption on the job.
7. Malicious mischief, horseplay, wrestling, or other undesirable conduct, including use of profane or abusive language.
8. Failure to cooperate with other employees as required by job duties.
9. Failure to use reasonable care of Agency property or equipment.
10. Neglect or carelessness in observance of official safety rules, or disregard of common safety practices.
11. Failure to observe Department Rules.
12. Obliging the Board for any expense, service or performance without authorization.
13. Failure to report accident, injury or equipment damage.
14. Disregarding job duties by neglect of work or reading for pleasure during working hours.
15. Unsatisfactory work or failure to maintain required standard of performance.
16. Unauthorized use of telephone for other than business purpose.
17. Excessive garnishments.
18. Use of abusive or profane language.

Group II Offenses

Group II Offenses may be defined as those infractions which are of a more serious nature than the 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.

First Offense -----	Instruction and Two (2) or Three (3) Day Suspension Without Pay
Second Offense-----	Ten (10) day Suspension Without Pay
Third Offense-----	Termination

1. Failure to "report off" work for any absence.
2. Sleeping during working hours.
3. Reporting for work or working while unfit for duty.
4. Being in possession of, or drinking alcoholic beverages on the job.
5. Conduct violating morality or common decency, e.g., sexual harassment.
6. Unauthorized use of Agency property or equipment.
7. Threatening, intimidating, coercing, interfering or making derogatory remarks about or with other employees/students/administrators/clients.
8. Willful failure to sign in or out when required.
9. Failure to report for overtime work without good reason after being scheduled to work according to overtime policy.
10. Willful failure to make required reports.
11. Solicitation on agency premises without authorization.
12. The making or publishing of false, vicious or malicious statements concerning employees, supervisors, students, clients, administrators, Board members, the agency or its operations.

13. Refusing to provide testimony in court before the State Personnel Board of Review, during an accident investigation, or any type of public hearing.
14. Giving false testimony during a complaint or grievance investigation or hearing.
15. Unauthorized posting or removal of notices or signs from bulletin boards.
16. Distributing or posting written or printed matter of any description on agency premises unless authorized.
17. Willful disregard of TCBDD rules.
18. Use of abusive, threatening, or obscene language toward supervisors or program participants.
19. Unauthorized political activity.

Group III 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.

First Offense ----- From Ten (10) Day Suspension to
Termination

1. Leaving the job or work area during the regular working hours without authorization.
2. Unauthorized absence from work.
3. Wanton or willful neglect in the performance of assigned duties or in the care, use or custody of any Agency property or equipment. Abuse, or deliberate destruction in any manner of Agency property, tools, equipment, or the property of employees.
4. Signing or altering other employees' time cards, or unauthorized altering of own time card.
5. Falsifying testimony when accidents are being investigated, falsifying or assisting in falsifying or destroying any Agency records, including work performance reports; or giving false information or withholding pertinent information called for in making application for employment.
6. Making false claims or misrepresentation in an attempt to obtain any Agency benefit.
7. Gambling during working hours.
8. Stealing or similar conduct, including destroying, damaging or concealment of any property of the Agency or of other employees.
9. The use of narcotics or the sale of narcotics.
10. Fighting or attempting injury to other employees, supervisors, program participants or other persons.
11. Carrying or possession of firearms on Agency property at any time without proper authorization.
12. Knowingly concealing a communicable disease such as TB which may endanger other employees.
13. Disclosing confidential information concerning program participants, misuse or removal of Agency records or information without prior authorization.
14. Instigating, leading, or participating in any unauthorized 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 work stations.

15. 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, theft and pilfering through lunch boxes, tool kits, or other property of the Agency or other employees without authorization; inserting slugs in vending machines without paying the proper charge therein; 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 "dishonest" or "dishonest action".
16. Insubordination by refusing to perform assigned work or to comply with written or verbal instruction of the supervisions.

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