

**STANDARD SCHEDULE OF DISCIPLINARY OFFENSES/PENALTIES
FOR CITY OF RAPID CITY EMPLOYEES**

1. This list is not intended to cover every possible type of offense. Penalties for offenses not listed will be prescribed by the head of the activity, consistent with penalties for offenses of comparable gravity, unless superseded by contract or law.
2. Many of the items listed on this schedule combine several offenses in one statement, connected by the word "OR". Usage of the word "OR" in a charge makes it nonspecific.
3. Depending on the gravity of the offenses, dismissal proceedings may be instituted against an employee for four infractions committed in any 24-month period.
4. Where appropriate, consideration may be given to change to lower grade in lieu of dismissal.
5. Suspension penalties on this schedule apply to work days.
6. Reckoning periods commence on the date of the offense.
7. Departments may establish additional rules pertaining to each department which are not in conflict with these rules.
8. Disciplinary action to suspend or dismiss an employee must be reviewed with the Human Resources Director prior to final action.

RANGE OF PENALTIES FOR STATED OFFENSES

Penalties for disciplinary offenses will, in general, fall within the range indicated. In unusual circumstances, depending on the gravity of the offense, the past records, and the position of the employee, a penalty outside the general range may be imposed.

*(Reprimands – Suspensions – Dismissals)
NUMBER OF INFRACTIONS IN RECKONING PERIOD*

	NATURE OF OFFENSE		1ST OFFENSE		2ND OFFENSE		3RD OFFENSE		RECKONING PERIOD
			MIN	MAX	MIN	MAX	MIN	MAX	
1.	Unexcused failure to report or tardiness at designated reporting site and time as assigned by department. Disciplinary action is in addition to non-pay status for period of tardiness.	R	1	1	5	5	15	6 months	
2.	Failure to report in proper uniform as specified in department regulations. Disciplinary action is in addition to non-pay status for lost time to comply with uniform regulations.	R	1	1	5	5	15	6 months	
3.	Failure to report on-duty personal injury or accident.	R	1	1	5	5	15	1 year	

R = Reprimand
= Days of Suspension Without Pay
D = Dismissal

(Reprimands – Suspensions – Dismissals)

NUMBER OF INFRACTIONS IN RECKONING PERIOD

NATURE OF OFFENSE 1ST OFFENSE 2ND OFFENSE 3RD OFFENSE RECKONING
MIN MAX MIN MAX MIN MAX PERIOD

4.	Unexcused or unauthorized absence on one or more scheduled work days. (Tardy=if less than 1 hour; Unexcused Absence = over 1 hour.) The charge of EXCESSIVE UNAUTHORIZED ABSENCE & penalty of dismissal may be used when absence exceeds 3 work days or when it appears that employee has abandoned his position. Extenuating circumstances offered by the employee should be considered.	R	5	3	10	10	D	1 year
5.	Leaving job or premises to which assigned at any time during working hours without permission.	R	5	3	10	10	D	1 year
6.	Failure to observe precautions for personal safety, posted rules, signs, safety instructions, or to use protective clothing or equipment.	R	5	3	10	10	D	1 year
7.	Violating traffic regulations, reckless driving or improper operation of motor vehicle while on duty or at any time while operating a City vehicle.	R	5	3	10	10	D	1 year
8.	Loafing, wasting time, or inattention to duty.	R	5	3	10	10	D	1 year
9.	Carelessness resulting in spoiling or waste of materials or delay in productivity.	R	5	3	10	10	D	1 year
10.	Failure or delay in carrying out orders, work assignments, or instructions.	R	5	3	10	10	D	1 year
11.	Repeated garnishments showing failure to honor just debts without good cause.	R	5	3	10	10	D	1 year
12.	Unauthorized possession of, loss of, or damage to City property or property of others, or endangering same through carelessness.	R	5	10	10	10	D	2 years
13.	Disorderly conduct, fighting, threatening or attempting to inflict bodily injury to another; engaging in dangerous horseplay; or, resisting competent authority.	R	D	10	D	15	D	2 years

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14.	Unlawful use or possession of alcohol or illegal drugs on City property or while conducting City business; reporting to work under the influence of alcohol, illegal drugs, or through the improper use of prescribed drugs.	R	D	10	D	15	D	2 years
15.	Unlawful distribution of alcohol or drugs on City premises.	R	D	10	D	D	D	2 years
16.	Sleeping on duty except when necessitated by operations or authorized by competent authority.	R	D	15	D	D	D	2 years
17.	Revealing or releasing confidential information without proper authorization or use of such information for personal gain.	R	D	15	D	D	D	2 years
18.	Endangering the safety of or causing injury to personnel or citizens through carelessness.	R	D	15	D	D	D	2 years
19.	Malicious damage to City property or the property of others.	R	D	15	D	D	D	2 years
20.	Actual or attempted theft of City property.	R	D	15	D	D	D	2 years
21.	Conviction of a felony or misdemeanor with readily discernible harmful effects on City operation (e.g. employee morale or discipline)	R	D	15	D	D	D	2 years
22.	Immoral, indecent, or notoriously disgraceful conduct which reflects unfavorably on the City.	R	D	15	D	D	D	2 years
23.	Disrespectful conduct; use of insulting, abusive, or obscene (profane) language in connection with City duties.	R	D	15	D	D	D	2 years
24.	Discrimination against an employee or applicant because of race, color, religion, sex, age, national origin, or disability; or any reprisal action against employee.	R	D	15	D	D	D	2 years
25.	Falsification, misstatement, exaggeration, or concealment of material fact in connection with employment, promotion, any record, investigation, or other proper proceeding.	R	D	15	D	D	D	2 years

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26.	Falsifying attendance record for oneself or another employee.	R	D	15	D	D	D	2 years
27.	Disobedience to constituted authorities, or deliberate refusal to carry out a proper order from any supervisor having responsibility for the work of the employee; insubordination.	R	D	15	D	D	D	2 years
28.	Failure to immediately notify employee's department head of the loss of a valid South Dakota driver's license through revocation, suspension, or other ineligibility, if such license is required in the performance of job duties.	R	D	30	D	D	D	Continuous

THE COMMON COUNCIL

~Ed McLaughlin~

Mayor

ATTEST:

~Richard Wahlstrom~

Finance Officer

04/94

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