

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

NATURE OF OFFENSE	1 ST OFFENSE		2 ND OFFENSE		3 RD OFFENSE		RECKONING PERIOD
	MIN	MAX	MIN	MAX	MIN	MAX	
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 1	10 5	10 5	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
14. Unlawful use or possession of alcohol, drug paraphernalia 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	D	D	2 years
15. Unlawful distribution of alcohol or drugs on City property or while conducting City business.	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. Intentionally 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

R = Reprimand

= Days of Suspension Without Pay

D = Dismissal