

Chapter 709.02 GENERAL PROVISIONS
Personnel Policies and Procedures Manual
City of Tallahassee

- A. It is the intent of the City that discipline should be corrective and constructive rather than punitive, and that disciplinary actions be utilized as an element of an overall program to educate and motivate employees to exhibit behavior which will contribute to individual growth and development and to the successful operation of City government.
- B. Any City employee may be disciplined for proper cause.
- C. The need for disciplinary action may arise as a result of inappropriate action on the part of the employee, such as but not limited to:
 1. Failure to perform one or more of the requirements of his job in a satisfactory manner.
 2. Infractions of rules, regulations, policy or procedures, as established either by the City and/or by the department.
 3. Offenses or misconduct which violate general rules of behavior or are specifically prohibited by law, that occur on the job, or that occur off the job, where the off-the-job offense or conduct causes direct threat to property or safety or erodes public confidence in the function of the department.
- D. The following types of infractions, offenses, or misconduct represent typical reasons for disciplinary action but are not meant to be the only permissible reasons for discipline:

Alcohol/Controlled Substances (Drugs) [AD]

- Being on duty when intoxicated or under the influence of alcohol and/or illegal controlled substances.
- Possession and/or use of alcohol and/or illegal controlled substances on the job and/or on City property except as provided in Section 705.04-B.
- Facilitating the sale of or otherwise providing or manufacturing alcohol and/or illegal controlled substances on the job and/or on City property.
- Refusal to submit to a valid order to submit to a drug/alcohol test.
- Tampering with an alcohol or drug test.
- Being involved with illegal substances or illegally involved with controlled substances, whether on or off the job, where the extent of involvement is deemed to affect the City's ability to allow the employee to continue working in his position.

Attendance [AT]

- Absence from work without valid reason.
- Tardiness or absence from work without proper notification.

- Extension of lunch periods or break periods.
- Abuse of any leave privilege.
- Falsifying attendance or leave records.
- Leaving work area without permission.
- Leaving job without permission.
- Late for work or a pattern of being late for work without authorization.

Conduct Unbecoming a City Employee [CU]

- Gambling while on duty or on City property.
- Engaging in sexual harassment.
- Unauthorized removal of City property while in the conduct of City business.
- Giving falsified information or refusal to give testimony (both through providing and omitting information).
- Refusal to give testimony (except as allowed by the 5th Amendment).
- Giving false, misleading or untruthful testimony (both through providing and omitting information).
- Misuse of City position.
- Misuse of City records.
- Soliciting or accepting an unauthorized fee or gift.
- Partaking in an illegal activity on duty, on City property, or in a City vehicle, or while identifiable as a City employee.
- Behaving in a manner that is disrespectful or inappropriate based on common standards of behavior.
- Any type of harassment of employees or the public.
- Inappropriate/unprofessional behavior.
- Failure to comply with City's customer service standards.

[DT] - Disruptive or Threatening Behavior

- Distracting or interfering with other employees in the performance of their duties.
- Exhibition of disruptive behavior.
- Threatening or intimidating other employees or the public.
- Use of abusive language to any employee or the public.
- Engaging in any intentional act which may inflict bodily harm on anyone.
- Fighting or excessive arguing on the job.
- Engaging in any intentional act which may result in significant emotional or mental harm to anyone.
- Touching someone in an aggressive or threatening manner, or physically striking another employee or citizen.
- Harassing, provoking, or inciting an employee or a citizen.

Failure to Follow Departmental Rules [FD]

- Failure to follow standard operating procedures.

Failure in Performance of Work Duties [FP]

- Incompetence.
- Inefficiency in the performance of assigned duties.
- Sleeping on the job.
- Failure to keep work area tidy.
- Failure to properly maintain vehicle.
- Failure to complete work assignment.

Insubordination [IN]

- Failure to follow instructions.
- Failure to return to work when called back.
- Failure to work required overtime assignments.
- Failure to be available during call-back duty.

Misuse of City Equipment [ME]

- Use of another employee's equipment without permission or authorization.
- Unauthorized use or operation of City property, equipment, or vehicle.
- Abuse of City vehicles, equipment or property, or property of the public.
- Allowing unauthorized individuals to use City property, equipment or vehicles.
- Transporting unauthorized individuals in City vehicles or on City equipment.
- Misuse of electronic resources by use of resources for personal gain or political purpose; pornography; soliciting; or illegal or immoral activity

Miscellaneous [MS]

- Concealing relevant information during screening and processing for hire.
- Falsifying application.
- Failure to comply with residency requirements.
- Participation in prohibited political activity.
- Conducting non-City business while on duty.
- Participating in unauthorized activities during work hours.
- Conducting inappropriate activities while in City uniform, in a City vehicle, or while readily identifiable as a City employee (e.g., stopping to buy alcohol on lunch break in a City uniform or using a City car to go to a lounge, etc.).

Safety [SF]

- Unauthorized display or possession of a firearm or weapon on City property or while performing official City duties.
- Disregard or violation of safety rules.
- Failure to report an injury.
- Failure to report an accident.

- Excessive accidents resulting in injury to self, others, or damage to City vehicles, equipment or property, or property of the public.
- Cited for a traffic violation while operating a City vehicle or equipment.
- Operating a City vehicle or equipment without a proper and valid driver's license.
- Unsafe operation of city property, equipment, or vehicle.
- Reckless breach of safety procedures, including but not limited to behavior resulting in imminent danger to the life of the employee or others.
- Loss of drivers license affecting the employee's ability to perform his/her duties.
- Preventable traffic crash.
- Preventable occupational accident.
- Accidents where the employee is deemed to be at fault.

Union Activities [UA]

- Solicitation in work areas or on working time.
- Leading or participating in a work slowdown.
- Unauthorized posting or distribution of union material.
- Leading or participating in a strike.

Unlawful [UL]

- Theft of any property while in the conduct of City business.
- Theft or unauthorized removal of City property at any time.
- Conviction for a felony or a first degree misdemeanor directly relating to the position held.
- Imprisonment for any offense.
- Arrested off-duty for a crime which affects the public confidence and diminishes the employee's effectiveness in his/her work assignment.
- On/off duty arrest for a violent crime which indicates a propensity to commit violence.
- Destruction of records without approval.
- The conduct of illegal activity.
- Misuse of city funds by embezzlement; theft; misappropriation of funds; or failure to properly process payments or funds.

(revised June, 1999)