



Standards of Conduct Policy

Policy Topic: Standards of Conduct Policy
Policy Contact: Human Resources
Version: I
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Approved By: HR/Legal/City Manager

Application

The provisions in this policy apply to all classified employees (including seasonal/contract/temporary) that work for the City of Waynesboro.

Statement of Policy

Employees covered under this policy are to fulfill certain duties and meet the City’s expectations while conducting themselves in a manner deserving of public trust.

Corrective Action

Corrective actions are methods by which managers and supervisors seek to improve an employee’s overall contribution and commitment to the departmental and organizational missions. Managers and supervisors will seek to improve an employee’s job performance, efficiency, effectiveness and/or some aspect of the employee’s conduct. Examples of corrective action include, but are not limited to:

- Coaching and/or counseling.
- Training.

Performance Improvement Plan

Managers and supervisors may elect to place an employee on a Performance Improvement Plan (PIP). The purpose of the Performance Improvement Plan is to clearly define and communicate areas where an employee’s work performance (or behavior) is precluding them from successfully meeting the expectations of the current position and to collaboratively develop a plan for improvement. A Performance Improvement Plan is completed by the appropriate manager and HR which is then communicated to the employee explaining in specific terms the conduct prompting the PIP. The PIP will:

- Establish the performance concern(s).
- Reference previous conversations, coaching and/or counseling related to the performance concern.
- Establish expected work output and/or expected behavior.
- Establish goals, objectives, and a time-frame for accomplishing improvement.

- Identify what disciplinary action could be expected, up to and including termination, if improvement is not achieved.

Disciplinary Action

In instances when an employee fails to respond to corrective actions, or when an employee's conduct is deemed seriously inappropriate, so that disciplinary actions are warranted, the disciplinary measures which may be applied include, but are not limited to:

- 1) Verbal Warning
- 2) Written Warning
- 3) Suspension (requires HR approval)
- 4) Termination (requires HR approval)

Employees shall remain aware that while department heads are encouraged to implement corrective action prior to disciplinary action, they are not obligated to do so. Inadequate performance and misconduct on the part of the employee may result in immediate disciplinary action up to and including termination.

The corrective or disciplinary action applied will depend on the nature of the misconduct or unsatisfactory performance. In order to assist both employee and supervisor in the determination of the proper action, misconduct and performance issues have been grouped according to seriousness. Guidelines for appropriate corrective and disciplinary action have been supplied for each group. Employees and supervisors should keep in mind that these **groups and guidelines are not definitive**, and individual or situational circumstances may justify and require action more or less severe than the guidelines suggest. At the City's sole discretion, employees, except police officers who are subject to the applicable laws of the Commonwealth of Virginia, may be terminated without prior discipline, without notice and with or without cause. Nothing in this policy provides any contractual rights regarding employee discipline or counseling, and this policy in no way shall be read as modifying the at-will employment relationship between the City and its employees.

First Group Offenses

First group offenses include types of behavior least severe in nature but which require correction in the interest of maintaining a productive and well-managed work force. Group I offenses include, but are not limited to:

- Obscene or abusive language.
- Inadequate or unsatisfactory job performance.
- Disruptive behavior.
- Violating the City's or Department's Dress Code.

Group I offenses, in most instances, will have documented verbal or written warnings for each occurrence.

Second Group Offenses

Group II offenses include conduct that is more severe in nature. Group II offenses include, but are not limited to:

- Failure to follow a supervisor's instructions or otherwise comply with established City policies.
- Violating safety rules when there is a threat of bodily harm.

- Convicted of a moving traffic infraction while using a City vehicle.
- Violating the City's or Department's Time and Attendance Policy.
- Violating the City's or Department's Social Media Policy.
- Unauthorized use or misuse of government property or records.
- Refusal to work required hours.
- Misuse or unauthorized use of City time. Examples: Unauthorized time away from the work area, use of City time for personal business, misuse or unauthorized use of leave times.

Group II offenses, in most instances, will have documented verbal or written warnings for the first occurrence, along with the employee being placed on suspension without pay not to exceed 10 working days. A second Group II offense shall normally result in the termination of the employee.

Third Group Offenses

Group III offenses include conduct and unsatisfactory performance so severe in nature that dismissal is usually warranted on the first occurrence. Group III offenses include, but are not limited to:

- Absence of 3 or more days without proper authorization.
- Falsifying or unauthorized removal of any record or file.
- Being dishonest, including deception, fraud, lying, cheating or theft as it is related to employment with the City.
- Willfully or negligently damaging records, the property of other individuals, or City property.
- Sleeping during working hours.
- Violation of the City's Workplace Violence, Harassment, or Drug and Alcohol Policies.
- Criminal felony or misdemeanor convictions for acts of conduct occurring on or off the job that are plainly related to job performance or are of such a nature that to continue the employee in the assigned position could constitute negligence in regard to the department's duties to the public or other City employees.
- Inability to meet working conditions of employment such as, but not limited to: loss of driver's license that is required for performance of the job; incarceration for an extended period; failure to obtain license or certification required for the job; loss of license or certification required for the job; inability to perform the essential functions of the job after reasonable accommodation (if required) has been considered; failure to successfully pass drug screen; or failure to timely present appropriate documentation of identity and eligibility to work in the U.S. as required by federal law.

Group III offenses, in most instances, will have documentation of the occurrence that will result in termination of the employee.

Interpretation and Administration

The City Manager and Human Resources are responsible for the interpretation and administration of this policy and its various provisions. The City of Waynesboro has the authority to change, modify, or approve exceptions to this policy at any time without notice.

Revisions and Approvals

Date	Version	Approver	Change Description
12/14/17	I	Nichole Nicholson, Legal and City Manager	Replaces the Corrective Action and Discipline Policies