

## **CARMICHAEL WATER DISTRICT POLICY MANUAL**

### **POLICY 6070: Code of Conduct**

**6070.10** Carmichael Water District (District) will not tolerate any conduct which is immoral, unethical or illegal. Although it is not possible to provide an exhaustive list, we have set forth examples of the Rules of Conduct by which all employees are expected to abide. Violation of any of the following rules can lead to disciplinary action, including discharge:

- a. Violation of policy, rules, regulations, laws;
- b. Failure to follow District policies or safety rules;
- c. Fighting, horse play, or violence;
- d. Carrying weapons or firearms;
- e. Insubordination, including but not limited to, failure or refusal to obey the orders or instructions of a supervisor or member of management, or the use of abusive or threatening language toward a supervisor or member of management;
- f. Theft, carelessness, or negligence in performance of duty or District property;
- g. Dishonesty;
- h. Falsification of employment records, employment information, or other District records;
- i. Recording the work time of another employee or allowing any other employee to record your work time, or allowing falsification of any time card, either your own or another;
- j. Absenteeism;
- k. Excessive tardiness;
- l. Drinking or use of a controlled substance while on work time;
- m. Harassment;
- n. Discourteous, offensive, or abusive conduct or language;
- o. Sleeping or malingering on the job;
- p. Failure to observe working schedules, including rest and meal periods;
- q. Engaging in criminal conduct whether or not related to job performance;
- r. Failure to timely notify their supervisor when unable to report to work;
- s. Failure to obtain permission to leave work for any reason during normal working hours;
- t. Removing or borrowing District property without prior authorization;
- u. Failure to provide a health care provider's certificate when requested or required to do so;
- v. Working overtime without authorization or refusing to work assigned overtime;
- w. Committing a fraudulent act or a breach of trust under any circumstance;
- x. Unauthorized use of District equipment, time, materials, facilities, or the District name.

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### **6070.20        Corrective Action**

The District may utilize a system of corrective action.

**6070.20.1**        The use of corrective action system does not waive the District's right to terminate employment at any time with or without cause.

**6070.20.2**        Corrective action is to make the employee aware of the problem(s) and to create an action plan to resolve issues.

### **6070.30        Corrective Process**

Corrective Process may take the form of the following:

**6070.30.1**        Informal counseling: Counseling session with the employee (verbal warning).

**6070.30.2**        Written notice: Counseling session with employee and formal written notice to the employee with a copy to the personnel file.

**6070.30.3**        Suspension: Counseling session with employee, formal written notice to the employee with a copy to the personnel file and a one to five (1–5) day(s) suspension without pay (unpaid administrative leave).

**6070.30.3.1**        The period that an employee is on unpaid administrative leave is not considered time worked for purposes of determining eligibility for benefits (i.e. vacation, sick, holiday benefits, etc.).

**6070.30.3.2**        If a District paid holiday falls during the employee's unpaid administrative leave (suspension) the employee will not be paid for the holiday.

**6070.30.4**        Termination: Counseling session with employee, final written notice to the employee with a copy to the personnel file and termination of employee.

**6070.40**        Disciplinary action should be proportional between the violation and the corrective action and may include any or all of the corrective process up to and including immediate termination.

**6070.50**        Nothing in this policy shall limit Management's rights and duties to appropriately discipline an employee for their actions.