

DISCIPLINARY ACTIONS

GUIDE FOR SCHEDULE OF DISCIPLINARY OFFENSES AND PENALTIES

OFFENSE

1. Absence without authority

PENALTY

- 1st – Verbal reprimand to 1 day suspension
- 2nd – 1 day suspension to 5 days suspension
- 3rd – 5 day suspension to removal

OFFENSE

2. Failure to carry out a direct order from a superior/supervisor

PENALTY

- 1st – Written/verbal reprimand to 3 day suspension
- 2nd – 3 day suspension to 10 day suspension
- 3rd – 10 day to 30 days to removal

OFFENSE

3. Direct or willful refusal to carry out orders from a superior/supervisor.
Insubordination.

PENALTY

- 1st – Written reprimand to removal
- 2nd – 10 day suspension to removal
- 3rd – Removal

OFFENSE

4. Failure to properly report to work on time or tardiness

PENALTY

- 1st – Oral reprimand
- 2nd – Written reprimand to 3 day suspension
- 3rd – 3 to 5 day suspension