

ARTICLE 9 DISCIPLINE

Approved: 01/29/2014

Acceptable employee conduct is necessary for the orderly operation of the township and for the benefit, protection, and safety of persons and property. All employees shall conduct themselves in a professional, courteous, and respectful manner at all times. Misconduct by employees will not be tolerated. An employee who engages in actions deemed inappropriate or detrimental to the interests of Delhi Township, its employees, or persons with whom it does business or serves, may result in disciplinary action, up to and including termination.

Inappropriate behavior may take the form of, but is certainly not limited to, the following:

- possession of unauthorized firearms (unless secured in personal vehicle) or other weapons on Delhi Township property or while performing services for the township;
- abusive, malicious, threatening or disrespectful conduct toward others;
- insubordination, including but not limited to, refusal or failure to perform work assignments, the use of profane or abusive language to supervisors, employees or the general public, and absence from duty without notice or permission of the supervisor;
- releasing confidential information to unauthorized individuals;
- unauthorized use or possession of Delhi Township and/or another individual's property;
- fighting, horseplay, gambling or disorderly conduct;
- abuse, misuse, or destruction of Delhi Township and/or another individual's property;
- dishonesty, including without limitation, falsification of any Delhi Township record/document, including without limitation: time records; business records; employee information forms and records; and employment applications;
- sleeping and/or loitering during work time;
- possession, consumption, use or abuse, or being under the influence of alcoholic beverages or illegal drugs or controlled substances on Delhi Township premises or while performing services for Delhi Township;
- disregard of safety rules and/or actions that create unsafe or unhealthy conditions;
- behavior detrimental to the morale of other employees or customers;
- neglect of duty, laziness or incompetence;
- unacceptable work performance;
- conduct of a criminal, immoral, or inappropriate nature which may reflect unfavorably on the township; OR
- violation of other Delhi Township policies and procedures

Delhi Township may impose disciplinary action of its choosing on employees due to other behavior and situations it regards as inappropriate. Paid administrative leave may be authorized only by the Township Administrator, with proper documentation as to the situation.

The following forms of discipline may be taken when, in Delhi Township's sole discretion, it is deemed appropriate:

- verbal reprimand (documented in writing and signed by the employee);
- written reprimand;
- suspension without pay; and
- termination.

Discipline will be administered on a progressive basis. The Delhi Township Administrator may advance the level of discipline depending upon the severity of the situation. Whenever the township determines that the recommended disciplinary action is a suspension without pay, involuntary demotion, or termination, such action will not be implemented until the targeted employee has been given an

opportunity to respond to any and all allegations of misconduct or unacceptable performance.

Nothing set forth in this section alters, or should be construed to alter, the employment relationship as defined in these policies.