
SUBJECT: TERMINATION OR DISCIPLINE

EFFECTIVE DATE: AUGUST 19, 1991

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Although the County recognizes the theory of progressive discipline, management retains discretion to take disciplinary action appropriate to the particular circumstances. Policy violations or performance problems may result in disciplinary measures that, depending upon the circumstance and at the discretion of the County, may include verbal or written warnings, suspension (with or without pay), or immediate discharge. These disciplinary measures do not constitute an exclusive list of possible actions and may be taken in any order. **They are intended merely as a guide to the employee and are not intended to create a contract or modify the employment-at-will relationship.**

For the benefit of each employee and to protect the integrity, efficiency, and productivity of the County, certain rules must be observed by all employees. Engaging in any of the following examples of unacceptable conduct may result in the disciplinary actions listed above. These examples are intended only as a guide and are not all inclusive.

- * Falsifying records or information;
- * Failure to accurately complete time cards;
- * Theft or dishonesty;
- * Sexual or other unlawful harassment;
- * Failure to follow orders, defiance of orders, and general insubordination;
- * Disclosure of confidential information;
- * Excessive tardiness and/or absenteeism;
- * Inability to perform assigned work in a manner consistent with County standards of quality and quantity of work;
- * Failure to observe safety or sanitation rules;
- * Discourteous or improper treatment of citizens;
- * Job abandonment (absenteeism for two consecutive days without notifying the County);

- * Failure to comply with written medical doctor's statements as requested;
- * Failure to complete all necessary reports and records promptly and accurately or failing to report injuries;
- * The use, possession, sale or transfer, or being under the influence of alcohol, narcotics, controlled substances, or other drugs (other than those used for bona fide medical purposes) while working, while on County premises (including lunch breaks and other rest periods), or while using County machinery, equipment, or vehicles.
- * Any other act deemed by the County to be seriously inappropriate behavior.

Cass County maintains an employment at will relationship and employees may be terminated with or without cause.

Cass County is a drug free work place.

Social Service employees will follow the disciplinary procedures as established by State Personnel's Boards Administrative Rules.