



# TOWN OF MILLIS

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## DISCIPLINE POLICY

### **A. Purpose**

As with the Conduct Policy, the purpose of this policy is to ensure that:

- Employees meet the Town's legitimate expectations in the areas of performance, behavior and adherence to all Town policies;
- Employees whose performance or behavior is deficient are provided with the necessary assistance and motivation to meet the Town's expectations; and
- Disciplinary action initiated against an employee is fair and appropriate.

### **B. General Discipline Policy**

The Town's disciplinary policy is one of progressive discipline. However, nothing herein shall be construed to limit the Town's right to impose discipline of any degree, up to and including termination, in a particular case without regard to the existence or non-existence of prior disciplinary action.

Employees who have not been appointed to a specific term of office are on an indefinite appointment and, as such, are considered at-will employee.

Discipline such as verbal and written reprimands shall be within the discretion of the department head and Town Administrator. Suspension without pay, other disciplinary action and termination are within the discretion of the appointing authority.

### **C. Discipline Policy Provisions**

During the course of performing their duties, all Town employees are prohibited from engaging in any conduct that could reflect unfavorably upon the Town of Millis. Town employees shall avoid any action that might result in, or create the impression of using public office for private gain, giving preferential treatment to any person or losing complete impartiality in conducting Town business. Employees are expected to keep in mind that they are public employees and are to conduct themselves accordingly in a manner which in no way discredits the Town, public officials, or other employees.

The Town expects its employees to perform their jobs and conduct themselves in a manner consistent with Town standards and policies. However, when violations or problems occur, disciplinary action will result. Commission of any of the following acts by an employee while performing Town duties may result in disciplinary action up to and including termination:

- Violation of any Town policy;

- Misrepresentation, falsification or omission on the employment application or resume or other information on which hiring decisions was based;
- Falsification of records, including signing in or out for another employee or allowing another employee to sign in or out for you;
- Engaging in fraud;
- Failure to perform job assignments satisfactorily and efficiently;
- Engaging in unprofessional conduct, including comments;
- Failure to follow safety rules or to report unsafe actions or conditions;
- Unexcused absences;
- Excessive or patterned absenteeism or lateness;
- Revealing or making available any information of a confidential nature to any person not authorized or entitled to receive it;
- Stealing, theft or misappropriation of citizen, employee or Town property; unauthorized removal of any of the above;
- Misuse or destruction or damage of the property of the Town, any employee or citizen;
- Malingering, loitering or sleeping on the job;
- Reporting for duty impaired by alcohol or drugs, including prescription drugs;
- Engaging in behavior that could violate the Sexual Harassment policy;
- Gambling while on duty or on Town premises;
- Possession of weapon not required by duties;
- Provoking or instigation of a fight with another employee or any other person during working hours or on Town property;
- Insubordination;
- Conduct contrary to the best interest of the Town, its residents or employees while on or off duty.

(Located on page 52 of the Town of Millis Personnel Plan)