

Southern Inyo Fire Protection District Policy Handbook

POLICY TITLE: Disciplinary Action
POLICY NUMBER: 2260
APPROVAL DATE: 11/18/08

2260.1 The following measures are part of the disciplinary process: warning, reprimand, suspension with or without pay, dismissal, demotion, or reduction in pay. The General Manager may discipline any employee for cause.

2260.2 Grounds for Discipline:

2260.2.1 Discourteous treatment of the public or fellow employees.

2260.2.2 Drinking of intoxicating beverages or the use of illegal or non-prescribed drugs on the job, or arriving on the job under the influence of such beverages or drugs.

2260.2.3 Habitual absence or tardiness.

2260.2.4 Disorderly conduct.

2260.2.5 Incompetence or inefficiency.

2260.2.6 Being wasteful of material, property, or working time.

2260.2.7 Violation of any lawful or reasonable regulation or order made and given by an employee's supervisor, insubordination.

2260.2.8 Neglect of duty.

2260.2.9 Dishonesty.

2260.2.10 Misuse of District property.

2260.2.11 Willful disobedience.

2260.2.12 Conduct unbecoming a District employee.

2260.3 All disciplinary action will be accompanied by a letter of warning to the employee stating the reasons and grounds for such discipline. The employee must acknowledge receipt of the warning by signing the letter at the time of presentation; this signature signifies only receipt of the document, not necessarily agreement to the contents. The employee may, before the conclusion of the next regular working day, respond in writing to the contents of the letter of warning.

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- 2260.4** All negative evaluations or letters of warning shall remain part of the employee's personnel file. Negative evaluation shall not be used by the General Manager/Fire Chief in decisions to dismiss if the performance has improved or the action which merited a warning has not recurred, each/both for a period of at least one year.
- 2260.5** Any disciplinary action which may result in suspension without pay shall be set forth in writing to the employee at least five (5) working days before the proposed effective date or dates. This notice shall be prepared by the General Manager/Fire Chief after consultation with the District Legal Counsel and shall contain the following:
- 2260.5.1** A description of the proposed action and its effective date or dates, and the ordinance, regulation; or rule violated;
 - 2260.5.2** A statement of the acts or omissions which the action is based;
 - 2260.5.3** A statement that a copy of the materials upon which the action is based is attached or available for inspection upon request.
 - 2260.5.4** A statement advising the employees of the right to request a hearing as provided in paragraph 2250.4 of Policy# 2250, "Separation from District Service";
 - 2260.5.5** A date by which time the employee must respond in writing if he/she wishes to contest the action.
- 2260.6** All notices of proposed action shall be personally served or mailed by certified mail, return receipt requested, to the last known address of the employee.

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POLICY TITLE: **District Vehicle Usage**
POLICY NUMBER: **2290**
APPROVAL DATE: **11/18/08**

2290.1 This policy applies to employees who drive District vehicles to and from work.

2290.1.1 During working hours, extraneous trips for personal purposes will be avoided. Occasionally, stopping at a store en route to a business destination, or going to or from work, occasionally stopping to buy groceries, pick up laundry, medications, etc., is also permitted.

2290.1.2 Other than the forgoing uses, District vehicles will not be used for any personal purposes without prior approval. This means that weekend or after hours trips to the store (regardless of how close to home), trips back to the office to retrieve forgotten personal items, or any other non-business usage will not be permitted.