

**COUNTY OF SAN DIEGO
ADMINISTRATIVE MANUAL**

SUBJECT: DISCIPLINE GUIDELINE (CHART)

ITEM
NUMBER **0080-04-10**

DATE: JUNE 27, 2011

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OFFENSES AND RANGES OF DISCIPLINE

OFFENSE	FIRST OCCURRENCE	SECOND OCCURRENCE	THIRD OCCURRENCE
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Attendance

Falsifying attendance record for oneself or another employee	Reprimand to 5-day suspension	5-day suspension to removal	10-day suspension to removal
Unexcused or unauthorized absence on one or more scheduled days of work or assigned overtime	Reprimand to 2-day suspension	1 to 5-day suspension	5-day suspension to removal
Unexcused tardiness	Reprimand	Reprimand To 1-Day Suspension	Reprimand To 2-Day Suspension

Conduct

Actual or attempted theft of county property or the property of others	Reprimand to removal	5-day suspension to removal	10-day suspension to removal
Criminal, dishonest, infamous or notoriously disgraceful conduct	Reprimand to removal	5-day suspension to removal	10-day suspension to removal
Insubordination	Reprimand to 5-day suspension	5-day suspension to removal	10-day suspension to removal
Disorderly conduct; fighting; threatening or attempting to inflict bodily injury to another; engaging in horseplay; or resisting competent authority	Reprimand to removal	5-day suspension to removal	10-day suspension to removal
Disrespectful conduct; use of insulting, abusive, or obscene language to or about other personnel	Reprimand to 5-day suspension	5-day suspension to removal	10-day suspension to removal
Falsification, misstatement, or concealment of material fact in connection with any official record	Reprimand to removal	5-day suspension to removal	10-day suspension to removal
Filing false claims against the county	Reprimand to removal	5-day suspension to removal	10-day suspension to removal
Knowingly making false or malicious statements with the intent to harm or destroy the reputation, authority, or official standing of individuals or organizations	Reprimand to removal	5-day suspension to removal	10-day suspension to removal
Gambling or unlawful betting during work hours	Reprimand to 2-day suspension	Reprimand to 5-day suspension	Reprimand to removal

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Willful damage to county property or the property of others	Reprimand to removal	5-day suspension to removal	10-day suspension to removal

Discrimination

Discrimination against an employee or applicant because of race, color, religion, sex, national origin, or age or any reprisal action against employee	Reprimand to removal	5-day suspension to removal	10-day suspension to removal
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Intoxicants

Reporting for work while under the influence of intoxicants, unauthorized possession of or attempting to bring intoxicants on county premises	Reprimand to removal	5-day suspension to removal	10-day suspension to removal
Reporting for work while under the influence of a narcotic or dangerous drug, or use of same on county property or at work	Reprimand to removal	5-day suspension to removal	10-day suspension to removal
Unauthorized selling of intoxicants on county premises	Reprimand to removal	5-day suspension to removal	10-day suspension to removal
Unauthorized sale or transfer of narcotic or dangerous drug on county property or during work hours	Reprimand to removal	5-day suspension to removal	10-day suspension to removal

Performance

Careless workmanship resulting in spoilage or waste	Reprimand to 5-day suspension	5 to 10-day suspension	10-day suspension to removal
Covering up or attempting to conceal defective work removing or destroying same without permission	Reprimand to 2-day suspension	1 to 5-day suspension	5-day suspension
Failure or delay in carrying out orders, work assignments, or instructions of superiors	Reprimand to 2-day suspension	1 to 5-day suspension	5-day suspension
Loafing, wasting time or inattention to work	Reprimand to 2-day suspension	1 to 5-day suspension	5-day suspension
Sleeping on duty	Reprimand to 2-day suspension	5-day suspension to removal	10-day suspension to removal

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Sleeping on duty where life or property is endangered	Reprimand to removal	5-day suspension to removal	10-day suspension to removal
Unauthorized use or possession of loss of or damage to county property or the property of others	Reprimand to 2-day suspension	5-day suspension to removal	10-day suspension to removal

Safety

Failure to observe precautions for personal safety, posted rules, signs, written or oral safety instructions or to use protective clothing or equipment	Reprimand to 2-day suspension	1 to 5-day suspension	10-day suspension to removal
Violation of safety regulation which endangers life or property	Reprimand to 5-day suspension	2-day suspension to removal	10-day suspension to removal
Endangering the safety of or causing injury to personnel through carelessness	Reprimand to removal	5-day suspension to removal	10-day suspension to removal
Failure to observe no smoking regulations or carrying matches in restricted areas	Reprimand to removal	5-day suspension to removal	10-day suspension to removal
Violating traffic regulations, reckless driving or improper operation of motor vehicle	Reprimand to 2-day suspension	Reprimand to 5-day suspension	5 to 10-day suspension

Approved:



Walter F. Ekard
Chief Administrative Officer

Responsible Department(s):

Civil Service Commission (Approved 6/1/2011)

Concurring Department(s):

Department of Human Resources