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St. Andrews Parish Parks & Playground Commission  
**Policy Manual**

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**Section:** 2 **Topic:** Disciplinary Action

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Certain guidelines of personal behavior for all staff members are essential for the safe and orderly operation of SAPPPC's programs and departments, and to protect both staff members and customers.

**AGAIN, ALL EMPLOYEES OF SAPPPC ARE EMPLOYEES AT WILL. THIS SIMPLY MEANS THAT BOTH SAPPPC AND THE EMPLOYEE HAVE THE RIGHT TO TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, WITH OR WITHOUT CAUSE OR REASON FOR TERMINATION, AND WITH OR WITHOUT NOTICE. THIS AT-WILL RELATIONSHIP EXISTS DESPITE ANY OTHER PROVISIONS OF THIS MANUAL OR ANY OTHER SAPPPC MANUAL OR DOCUMENT.**

SAPPPC may choose in its sole discretion to take action against any staff member abusing or breaking the guidelines below, in whichever way it deems appropriate. Possible avenues of disciplinary action are included at the end of this policy; however, SAPPPC is not limited by that list, and it further reserves the right to discharge a staff member at will.

These guidelines are not all inclusive and do not in any way limit the ability of SAPPPC to discharge or discipline a staff member for misconduct. Every attempt has been made to provide specific examples, but unforeseen matters may arise which are not included here. The Executive Director retains discretion in dealing with each situation.

**Group I: Attendance**

1. Absence from work for three consecutive work days without providing the required notification.
2. Absence from work without first gaining authorization.
3. Improper or unauthorized use or abuse of paid leave.
4. Excessive absenteeism, regardless of reason, to the effect that agency operations are disrupted or diminished.
5. Failure to stay in an assigned work area without first gaining authorization.
6. Excessive tardiness or the habitual leaving of work before the scheduled stop time.
7. Sleeping on the job.

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## **Group 2: Behavior**

1. Willful or negligent violation of policies and procedures, work rules, and directives.
2. Conduct which discredits SAPPPC.
3. Engaging in harassment of any kind.
4. Conduct or a remark which is inconsistent with SAPPPC's Equal Opportunity Employment policy or which is otherwise discriminatory.
5. Disclosure of confidential information.
6. Unauthorized possession of firearms or other dangerous weapons on SAPPPC property, or anything which could reasonably be interpreted to be a weapon.
7. Possession, use of or selling of alcohol, narcotics, drugs, or other controlled or intoxicating substances on SAPPPC property, or reporting to work under the influence of such substances.
8. Any sort of violence or fighting on SAPPPC property, except so much as is necessary for self defense.
9. Conviction of a crime (or pleading guilty to a crime) which may damage SAPPPC's reputation.
10. Theft of SAPPPC or customer property.
11. Purposeful abuse or destruction of SAPPPC property or the property of another individual, or gross negligence which results in damage to said property.
12. Insubordination or willful disobedience of reasonable and necessary directions or instructions given by a supervisor or director.
13. Giving an inappropriate or unethical order or request to a staff member or customer.
14. Removal or destruction of information which belongs to SAPPPC.
15. Falsification of time cards or other agency or job-related documents, including asking another staff member to "clock" one in or out.
16. Engaging in a conflict-of-interest activity.
17. Discourteous or disrespectful treatment of any person.
18. Horseplay on the job or on SAPPPC property.
19. Disregard for safety requirements or violation or neglect of safety rules.
20. Receipt of excessive personal calls, messages, or visitors during work hours.
21. Willful disregard for housekeeping or cleanliness of SAPPPC property.
22. Unauthorized use of SAPPPC facilities or property.
23. Smoking anywhere on SAPPPC property.
24. Abuse of any staff member privileges.

## **Group 3: Performance**

1. Refusal or inability to improve job performance in accordance with written or verbal direction.
2. Inefficiency, incompetence, or negligence in the performance of duties, including the failure to perform assigned tasks or training, or failure to carry out duties in a prompt,

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competent, and reasonable manner.

3. Careless, negligent, or improper use of SAPPCC property, equipment, or funds.
4. Suspension of driver's license where job duties require driving.
5. Any action which is perceived by SAPPCC to be detrimental to the best interests of the agency.

**Again, employment at SAPPPC is for an indefinite period of time and may be terminated, with or without cause, at the will of either party at any time.**

At the discretion of the Executive Director, SAPPPC may use the following types of discipline.

*Oral reprimand or verbal warning.* A supervisor verbally reprimands a staff member for misconduct or failure to perform, and instructs the staff member regarding corrective measures.

*Written reprimand or written warning.* A supervisor issues a written reprimand for a repeated offense or an offense of a more serious nature, which the staff member signs to acknowledge receipt. If the staff member refuses to sign, both the supervisor and a witness place their signatures under the written notation, "Refused to sign."

*Performance Improvement Action Plan.* The Executive Director approves a specific trial period which gives the staff member in question the opportunity to make significant improvements or to correct stated deficiencies, problems, or misbehavior. Any infraction of SAPPPC policies, work rules, directives, or procedures during this period may result in more severe disciplinary action than would normally be taken, depending on the aspects of the situation. Interim counseling session(s) may be conducted by the staff member's supervisor. A performance appraisal or final meeting is conducted at the end of the trial period to determine whether to move the staff member off trial status, extend the trial period, or terminate the employment relationship.

*Suspension with pay.* The Executive Director approves a written, ordered absence from duty while the staff member stays in full pay status, prescribed for a period of time. This option may be used to allow for an immediate response to and investigation of a suspected but not fully substantiated offense.

*Suspension without pay.* The Executive Director approves a written, ordered absence from duty without pay for a prescribed period of time.

*Discharge.* The Executive Director approves removal of the staff member in question from employment with SAPPPC and notifies the Commission Chairman of the discharge.

All such actions will be documented by the acting supervisor in accordance with disciplinary procedures and copies promptly given to the Executive Director, Deputy Director, and Human Resources Director for the purposes of notification and retention in the staff member's personnel file.

Should a staff member want desire wish to appeal a disciplinary action, he may file an appeal with the Commission. To do so, he should notify the Executive Director that he would like to be placed on agenda for the next available Commission meeting. Commission meetings are typically held on the third Thursday of each month. SAPPPC must give sufficient notice to the public about each meeting so such appeals should be filed as timely as possible in order to make it onto the next meeting agenda.

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