

# CITY OF BONIFAY

## EMPLOYEE DISCIPLINARY ACTION FORM

Employee: Kendall Bowling

Date of Warning: 8/22/2022

Department: Street

Supervisor: Trey Barbee

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### Type of Violation

☒ - Attendance ☐ - Carelessness ☐ - Disobedience ☐ - Safety ☐ - Tardiness

☐ - Work Quality ☐ - Other (explain)

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### Warning

Violation Date: 8/22/2022

Violation Time: 7:00 AM

Violation Location: 601 East Evans Avenue

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### Employer's Statement

Mr. Bowling has an extensive history of repeatedly calling in sick. He has called in sick 11 times since January of 2022. On August 22, 2022 Mr. Bowling did not come to work and did not notify his supervisor before the start of the work day. This is not the first time that Mr. Bowling has not shown up to work without notifying his supervisor. This is his first disciplinary form for such behavior.

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### Employee's Statement

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## Decision

No action will be taken at this time besides a warning and disciplinary form. If Mr. Bowling continues his behavior of repeated absences and not showing up to work without notifying his supervisor, I will be recommending his position with the City of Bonifay be terminated.

Decision Approved by: Trey Barbee

Title: City Superintendent Date: 8/22/2022

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## Previous Warnings

1<sup>st</sup> Warning - Date: \_\_\_\_\_ Type: ☐ - Verbal ☐ - Written

2<sup>nd</sup> Warning - Date: \_\_\_\_\_ Type: ☐ - Verbal ☐ - Written

3<sup>rd</sup> Warning - Date: \_\_\_\_\_ Type: ☐ - Verbal ☐ - Written

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## Signatures

Employer's/Supervisor's Signature: Trey Barbee Date: 8/22/22

Print Name: Trey Barbee Title: City Superintendent

I have read this "warning decision". I understand it and have received a copy of the same.

Employee's Signature: Kendall Bowling Date: 9-24-22

Print Name: Kendall Bowling Title: MEC

# CITY OF BONIFAY

## EMPLOYEE DISCIPLINARY ACTION FORM

Employee: Kendall Bowling

Date of Warning: 5/8/2023

Department: Street

Supervisor: Trey Barbee

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### Type of Violation

☒ - Attendance ☐ - Carelessness ☐ - Disobedience ☐ - Safety ☐ - Tardiness

☐ - Work Quality ☐ - Other (explain)

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### Warning

Violation Date: 5/8/2023

Violation Time: 7:00 A.M.

Violation Location: 601 East Evans Avenue

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### Employer's Statement

Mr. Bowling was given a written warning on 8/22/2022 about his excessive absences and calling in sick too often. This morning he did not come to work and did not notify either one of his supervisors. In his previous disciplinary form, I stated that if his behavior continued, I would recommend his position with the City of Bonifay be terminated. He had shown improvement until this morning.

### Employee's Statement

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## Decision

As of May 8, 2023, Kendall Bowling's position with the City of Bonifay will be terminated.

Decision Approved by:

Title:

Date:

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## Previous Warnings

1<sup>st</sup> Warning – Date: 8/22/2022

Type: ☐ - Verbal ☒ - Written

2<sup>nd</sup> Warning - Date:

Type: ☐ - Verbal ☐ - Written

3<sup>rd</sup> Warning - Date:

Type: ☐ - Verbal ☐ - Written

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## Signatures

Employer's/Supervisor's Signature: Trey Barbee Date: 5/8/2023

Print Name: Trey Barbee Title: City Superintendent

I have read this "warning decision". I understand it and have received a copy of the same.

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

physician or dentist prescribes a controlled substance must advise their supervisor immediately in order that an evaluation can be made on the impact, if any, on the safe and efficient operation of the City.

### **Suspension, Termination, Involuntary Separation**

In order to perform their duties and administer the departments in a professional and businesslike manner, the City Superintendent, City Clerk, Police Chief and Chief Operator of the Sewer Plant will have complete authority to suspend City employees. A suspended employee may come before the City Council to retain their job. The City Council will determine if a suspended employee will receive pay during the suspension period.

Following are forms of disciplinary action that may be taken:

- documented verbal warning
- written reprimand
- suspension with pay for up to five (5) working days
- suspension without pay for up to ten (10) days
- demotion
- probation
- combination of the above
- termination

### **SEPARATIONS**

<u>OFFENCE</u>	<u>EXPLANATION</u>	<u>DISCIPLINARY ACTION</u>	
		<u>1<sup>st</sup> Offence</u>	<u>2<sup>nd</sup> Offence</u>
Absence without leave	Unauthorized absence of 8 hours, repeated tardiness, leaving job without permission, repetitious absences	Warning	Termination
Damage to, loss of, unauthorized use or willful destruction of City property or records	When willfulness, intent or unauthorized use is involved or when loss or damage is significant	Warning	Termination
Insubordination	Deliberate delay or failure to carry out assigned work or instructions within a reasonable time, disrespect, refusal to obey legitimate orders	Warning	Termination

SEPARATIONS - Continued

<u>OFFENCE</u>	<u>EXPLANATION</u>	<u>DISCIPLINARY ACTION</u>	
		<u>1<sup>st</sup> Offence</u>	<u>2<sup>nd</sup> Offence</u>
Disorderly conduct on and off duty	Fighting, threatening or inflicting bodily harm, physical resistance to competent authority, drunkenness, violent acts or language which adversely affects morale, production or maintenance of discipline, derogatory remarks concerning City, indecent or immoral conduct	Warning	Termination
Substance abuse	Unlawfully manufacturing, distributing, possessing or using controlled or illegal substances, reporting to work while using alcohol or under the influence of alcohol, refusal to submit to a drug test or a positive confirmed drug test	Termination	Termination
Misconduct that affects others	Misconduct which adversely affects the reputation of the employee or reflects unfavorably on the City which includes, but is not limited to, arrest, indictment or conviction for felonies and for misdemeanors, malicious gossip, accusations, threats or actions that affect the City or any employees or supervisors	Up to Termination	Up to Termination
Failure to honor valid debts or legal obligations	Failure without good reason to honor acknowledged by the employee to be valid which is supported by a court judgment, such as family custody payments (consideration may be given to extenuating circumstances)	Warning	Termination

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### SEPARATIONS - Continued

<u>OFFENCE</u>	<u>EXPLANATION</u>	<u>DISCIPLINARY ACTION</u>	
		<u>1<sup>st</sup> Offence</u>	<u>2<sup>nd</sup> Offence</u>
Violation of other administrative rules or regulations not specified herein		Warning	Termination

### Vacation Leave Benefits

Regular full-time employees are entitled to vacation leave as follows:

- Two (2) months from the date of hire, they will accrue 3.33 hours vacation leave each month.
- After one (1) year of service, they will accrue 6.67 hours vacation leave each month.
- After ten (10) years of service, they will accrue 10 hours vacation each month.
- Unused vacation leave cannot exceed a maximum accumulation of 240 hours. If the employee's benefits reach this maximum, further accrual of vacation leave benefits will be suspended until the employee has reduced the balance below the limit.

It is the intent to have employees take their vacation leave. An employee's request for vacation leave must be approved by their supervisor. Vacation leave is paid out at the employee's base rate at the time vacation leave is used.

Employees will be paid for accumulated vacation leave (up to 240 hours maximum) upon termination, resignation or retirement.

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