

Additional Information on workplace policy:

This prohibited conduct is also covered broadly in the Handbook policy section **GENERAL PERFORMANCE AND CONDUCT STANDARDS**, under **Major work standard violations**:

Pages 58-60

“Major work standard violations are of such a degree that continued employment of the individual may not be desirable. The following are illustrative examples and are not intended to be an all-inclusive list of some offenses that may subject an employee to immediate dismissal without warning:

- Fraud and/or theft of Town material and/or equipment.
- Conviction of a felony or the entry of a plea of nolo contendere thereto.
- Wanton or willful neglect in the performance of assigned duties.
- Any negligent act that may endanger the safety or lives of others or that may result in damage or destruction of Town property.
- Insubordination (willful failure or refusal) to perform work assignments or tasks given by an authorized supervisor properly.
- Willful, deliberate, or repeated violations of safety rules.
- Willful misuse or gross negligence in the handling of Town funds.
- Willful disclosure of confidential information to unauthorized persons.
- Falsification of personnel or Town records including, but not limited to, employment applications, accident records, work records, purchase orders, time sheets, or any other report, record, or application.
- Making false claims.
- Leaving work location/premises during working hours without permission of a supervisor.
- Deliberately abusing, destroying, damaging, or defacing Town property or the property of others on Town premises.
- Gambling, possession or use of liquor or narcotics, or the unlawful or unauthorized possession of firearms or other dangerous weapons on the job.
- Fighting or endangering others on Town premises or while on duty.
- Failure to return to work on expiration of authorized leave.
- Taking Town or other employee's personal property without proper authorization.
- Failure to cooperate fully and truthfully in an authorized internal investigation.
- Immoral, unlawful, or improper conduct or indecency, either on or off the job, which would have such a nexus or connection to affect the employee's relationships to his/her job, co-workers, or goodwill in the community.
- Harassing, intimidating or other unprofessional conduct as described in Town policy.
- Brutality in the performance of duties.”

No revision needed.

No revision needed to related policies either.