

EMPLOYEE CONDUCT, DISCIPLINE, AND DISCHARGE POLICY

The City of La Crosse expects all employees to perform their jobs at a quality level that exceeds the expectations of our citizens. Because of this, the City has established policies and procedures and its rules of conduct to ensure the effective operation of the City and to provide high quality service to all of its citizens, those persons interacting with the City, and visitors. The City expects all employees to demonstrate professional, competent and reasonable behavior, and to continually serve, both on-duty and off-duty, as positive examples of the high-quality personnel affiliated with this organization and consistent with the high expectations of the public;

1. Compliance with the policies, rules and general expectations of conduct is of paramount importance in order to fulfill these objectives and for the employee to have a successful career in the City. Failure to comply with these policies, rules and general expectations of conduct can undermine these objectives, and the trust and confidence that the public, businesses, employees and officers of the County must have in that employee.
2. The City treats all violations of policy, the rules and general expectations of conduct very seriously. Violations of these policies, the rules, and general expectations of conduct can subject an employee to discipline, up to and including discharge.

Examples of Behaviors or Actions. Listed below are examples of behaviors or actions, which may result in discipline or discharge. No list of rules or types of unacceptable conduct can substitute for the sound and reasonable judgment expected of each employee. It is impossible to list every conceivable type of unacceptable conduct contrary to the interests of the City. While it is impossible to list all types of unacceptable conduct, the City believes certain acts of misconduct, standing alone, warrant serious discipline up to and including discharge, such as the following:

- Incompetence or inefficiency in the performance of duties, substandard quality or quantity of work, including deliberate reduction of output, or failure to complete assignments promptly and accurately;
- Possession, use, or being under the influence of drugs or alcohol while on duty;
- Violation of smoke, alcohol, and drug-free workplace policies or regulations;
- Conviction of a felony or misdemeanor directly related to the employee's duties;
- Insubordination or failure to perform duties or directives as instructed; arguing, verbal abuse or assault of others;
- Unauthorized possession of weapons or firearms during work time or on City premises or property;
- Fighting, disturbing or violent behavior, threatening, humiliating, intimidation or harassment of others;
- Retaliation and/or reprisal against an employee who genuinely, and in good faith, reports threats of bullying or workplace violence;
- Use of offensive, profane or abusive language, disrespectful discourteous, insulting, abusive or inflammatory conduct toward others;

- Unauthorized or inappropriate use of identification cards or keys, or unauthorized access to data, e-mails, or restricted areas;
- Failing to completely and accurately document relevant information, including falsification of a time card or other records;
- Theft or misappropriation of City property or the property of others, including theft of work time, excessive time at break periods, misuse of sick leave or other designated leave, misrepresenting or failing to accurately record work time;
- Failure to work scheduled overtime, or overtime worked without prior authorization from the supervisor;
- Misuse, excessive personal use, carelessness, negligence, or unauthorized use in the handling or control of City property;
- Excessive absenteeism or tardiness, including excessive unscheduled or unexcused absences;
- Failing to promptly report absence or tardiness;
- Working another job while absent due to an unscheduled or unexcused absence;
- Engaging in illegal or immoral conduct;
- Unauthorized solicitations or distributions;
- Dishonest, misleading, or deceptive conduct;
- Horseplay, violating of safety rules, or engaging in conduct that creates an unsafe work environment;
- Engaging in conduct or activities which serve to lengthen the healing period for a work-related injury;
- Failure to promptly report defective equipment, safety hazards, or failure to report and injury or accident immediately;
- Loafing or sleeping during working hours;
- Engaging in illegal discrimination or harassing conduct;
- Unauthorized release or disclosure of confidential information;
- Making intimidating, threatening, hostile, false or malicious statements, including rumor-mongering, gossiping, and false reports for harassment or violence;
- Conducting personal business on City time or property;
- Failing to fully comply with, or violation of, expectations of conduct, City or departmental policies, regulations, or procedures.

This list is not inclusive and the City reserves the right to modify this list at any time or determine whether any other conduct is contrary to the interests of the City and warranting of disciplinary action up to and including discharge.

Disciplinary Procedure. Discipline may be applied to City employees for violation of City policies, or other reasonable work standards not specifically defined herein, but only after consultation with Human Resources. As part of the disciplinary process, the City may conduct an investigation to review the allegations and conduct any necessary interviews. The action chosen by the City may involve varying degrees of disciplinary action up to and including immediate termination, if warranted. Repeated infractions of even minor offenses can and will result in increasingly severe disciplinary actions. The City reserves the right to take any such disciplinary action it considers appropriate.