

## 8. Discipline

8.1 Employee misconduct shall be cause for disciplinary action. The term “misconduct” means not only any improper action by an employee in the employee’s official capacity or role, but also conduct by an employee which is not connected with the employee’s official duties or roles, but which affects the employee’s ability to perform his/her duties, and any improper use of the position for personal advantage. Sufficient cause for discipline shall include, but not be limited to:

### CAUSES FOR DISCIPLINE

- a. Absence from duty or failure to attend specified employee training without leave or reasonable cause;
- b. Abuse of leave privileges;
- c. Unexcused or excessive absence or tardiness;
- d. Failure to report for duty after a leave of absence has expired or after a leave of absence has been disapproved;
- e. Incompetence (i.e., inability to meet the minimum standards or essential functions of an employee’s position for a significant period of time);
- f. Unwillingness to perform the normal quality or quantity of assigned work;
- g. Failure to obey a reasonable oral or written order;
- h. Discourteous treatment of the public or other employees;
- i. Actions which constitute an unwholesome influence on other employees, such as harassment or discrimination, which includes sexual harassment;
- j. Using, possessing, dealing, distributing, or being under the influence of intoxicating beverages, unprescribed narcotics, or unlawful drugs while on duty or at work locations, or reporting to work, or operating AMBAG vehicles or equipment;
- k. Fraud or dishonesty in securing employment or promotion;
- l. Deliberate or willful falsification, alteration, destruction, or removal of AMBAG records including, but not limited to, employment applications, personnel records, timesheets, or other confidential records;
- m. Theft or any other improper or unauthorized use, removal, or destruction of AMBAG property or property belonging to someone other than the employee subject to discipline;
- n. Improper use of AMBAG’s technological property, such as access to inappropriate Web sites or illegal activities that violate AMBAG’s Technology and Electronic Resource Policy;
- o. Violation of AMBAG’s resolutions, policies, rules, or regulations;

- p. Conviction of a felony or conviction of a misdemeanor involving moral turpitude;
- q. Dishonesty involving employment;
- r. Bringing or possessing a weapon, such as an explosive, firearm, or a knife, that is of no reasonable use to an employee on AMBAG's property;
- s. Acceptance, from any source other than AMBAG, of one or more gifts from a particular person or agency (with an aggregate value in excess of \$50 annually), or other form of remuneration (except jury duty pay), in addition to regular compensation to an employee for the performance of his/her official duties. Honorariums or other payments received by a AMBAG employee for speaking engagements while acting in his/her official capacity as a AMBAG employee must be remitted to AMBAG;
- t. Outside employment or endeavor, paid or unpaid, not specifically authorized by the Executive Director;
- u. Any willful act or conduct, either during or outside of duty hours, which is of such a nature that it causes discredit to AMBAG;
- v. Violation of any federal, state, or local law directly impacting the employee's fitness for employment;
- w. Poor attitude or conduct that disrupts the working environment at AMBAG by causing disruption in workflow, distress to another person, or disharmony among co-workers;
- x. Unauthorized disclosure of confidential or trade secret records or information to third parties, including but not limited to personal social security numbers, medical records, and records relating to a lawsuit, investigation, procurement negotiation, or release of any other records as may be prohibited.
- y. Failure to pay debts owed to AMBAG in a timely manner;
- z. Failure to pass an employment-related background check, screening, or verification;
- aa. Loss of legal authorization to work in the United States.
- bb. Working overtime or compensatory time without pre-approval from the employee's supervisor.

8.2	DISCIPLINARY ACTIONS
8.3	DISCIPLINARY PROCEDURES
8.4	FAILURE OR REFUSAL TO SIGN WRITTEN FORMS
8.5	PAYMENT OF DAMAGES BY EMPLOYEE

**Suggested policy format and content. RTPA specific policies should be developed in consultation with RTPA Legal Counsel, Board of Directors and appropriate regulatory agencies.**

