

MORA-SAN MIGUEL ELECTRIC COOPERATIVE, INC.
GROUND FOR DISCIPLINARY ACTION
BOARD POLICY NO. 212
Supersedes Policy #64

SUBJECT: Grounds for Disciplinary Action

OBJECTIVES: To delineate the grounds for disciplinary actions for all Cooperative employees

POLICY:

Regular Cooperative employees, whether or not subject to the Union Contract, may be disciplined for cause. Cause for disciplinary action includes acts involving unsatisfactory work performance by an employee or employee conduct on or off the job which would create an appearance of impropriety, including but not limited to:

1. Misconduct on the job; conduct or language towards the public or toward Cooperative employees which discredits the Cooperative;
2. Negligence in the performance of duty, including negligence in the operation of Cooperative vehicles or equipment and/or failure to adhere to establish safety rules and procedures as outlined in the Safety Manual;
3. Failure to maintain physical and mental competence to perform the duties of the job, including failure to take prescribed medication;
4. Incompetence or inefficiency; failure to perform adequately the assigned duties of the job, including physical inability to perform job duties after all allowed leave has been exhausted; Failure to meet prescribed standards of work;
5. Insubordination; failure to comply with the lawful orders of a supervisor; including refusal to work overtime during a Cooperative declared emergency situation;
6. Unauthorized absence from work or habitual tardiness;
7. Physical or mental unfitness for duty due to intoxication from alcohol or drugs;

8. Being under the influence of alcoholic beverages or illegal or inappropriate drugs during working, while on standby or use of Cooperative vehicles after drinking alcoholic beverages or using illegal drugs or for transport of alcoholic beverages or illegal drugs,

9. Refusal to submit to drug or alcohol testing as required by Board Policy # 205/ IBEW contract provision.

10. Acceptance of money, gifts, privileges, or other valuable consideration which was given with the expectation of influencing the employee in the performance of his duty;

11. Use of official position or authority for personal profit or advantage;

12. Misuse, theft, or destruction of Cooperative property;

13. Unauthorized disclosure of confidential information from Cooperative records or documents; falsification, destruction or unauthorized use of Cooperative records, reports or other data belonging to the Cooperative;

14. Conviction of a criminal offense or other conduct punishable as a crime, including an employee's personal driving record, if such conduct, in the opinion of management, reflects on the employee's ability to carry out his or her job duties.

15. Violation of departmental rules or professional code of ethics accepted by those in the same profession as the employee;

16. Noncooperation by an employee with fellow employees or other personal conduct which substantially interferes with the performance of his or another employee's work;

17. Abuse of sick leave; the claim of sickness under false or misleading pretenses;

18. Distribution of literature, vending, or soliciting and collecting contributions on Cooperative time and in public areas or voluntary cooperation with parties doing the same without prior authorization of the Cooperative manager contrary to Policy # 211.

19. Violation of any federal or state law pertaining to employment;

20. Failure to adhere to the established work schedule; failure to obtain authorization for overtime prior to overtime work as established by general written department policy;

21. Violation of any federal or state law pertaining to employment;

22. Falsification of employment application, health history forms or any other documents used in the employment process;

23. Engaging in outside electrical work contrary to Board policy No. 208;

24. Possession or use of Firearms on Cooperative premises, work sites or vehicles contrary to Board policy # 207;

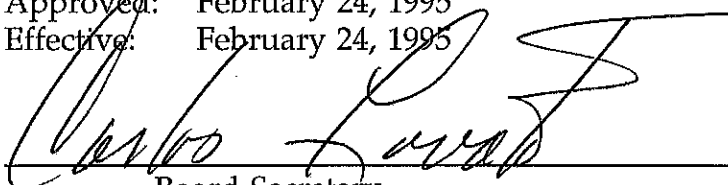
25. Other acts or omissions that adversely affect the welfare of citizens, other employees or the effective operation of the Cooperative;

26. Failure to meet and/or maintain established job qualifications as set forth in the class specification.

A copy of this disciplinary action policy shall be distributed to all current employees and to all new employees at the time of their employment.

The Board shall be responsible for the enforcement of this policy.

Approved: February 24, 1995
Effective: February 24, 1995



Board Secretary