

Employee Conduct and Disciplinary Action

Genesee County has established the following work rules concerning employee conduct, which are deemed necessary to insure orderly and efficient operation of County business. These work rules and others which may be established from time to time, specify unacceptable employee conduct and violation of these work rules constitute sufficient grounds for disciplinary action ranging from reprimand to suspension and discharge depending on the seriousness of the offense in the judgment of the Employer.

These work rules are not intended to be all inclusive and each department in addition may have specific departmental rules and/or regulations which are applicable to employees working in that department.

Examples of Misconduct

1. Falsification of personnel or other records or reports.
2. Possession of or consumption of alcoholic beverages, narcotics or controlled substances while on duty or while using a County vehicle or reporting to work while under the influence of the aforementioned intoxicants, narcotics or controlled substances.
3. Insubordination.
4. Misappropriation or theft of County property.
5. Abusive or improper treatment of an inmate, patient or client of any County institution or department.
6. Theft or misappropriation from the County or the inmates, patients, or clients of its institutions or departments.
7. Excessive tardiness in reporting for duty.
8. Being absent from duty or work station during working hours without permission.
9. Utilizing County property including, but not limited to, tools and equipment, for personal use.
10. Discharging job duties with discrimination in regard to race, creed, sex, age, national origin or political beliefs.
11. Failure to satisfactorily perform work duties.
12. Excessive absence from work without reasonable cause.
13. Absence of three (3) working days without properly notifying management will be considered a voluntary resignation.
14. Unauthorized possession of weapons on County premises at any time.
15. Refusal or failure to do job assignment or poor work performance.
16. Threatening, intimidating, coercing or interfering with employees or supervision at any time.
17. The making or publishing of false, vicious or malicious statements concerning any employee or supervisor or the County.
18. Abusive language to any employee or supervisor.

19. Sexual, religious, racial or ethnic harassment.
20. Disregard of safety rules or common safety procedure.
21. Immoral conduct or indecency.
22. Smoking in a non-designated area.
23. Assault and fighting.
24. Dishonesty.
25. Theft.
26. Gross negligence.
27. Prohibited strike or work slowdown.
28. Fraud.
29. Misconduct off the job which affects the ability to perform job duties or brings the County into disrepute.
30. Conviction of a felony.
31. Repeated failure to properly wear Employee Identification Badge.