

30. Sleeping on the job (except for fire Department personnel who are governed by applicable Fire Department Rules and Regulations)

31. Dishonesty, including misrepresentation during the hiring process

32. Disruptive activity in the workplace

33. Accumulation of minor infractions

14.08 Pre-Disciplinary Process

- A. Prior to any suspension, demotion or termination, employees will be provided, in writing, an outline of the rule violations, conduct or behavior leading up to the proposed disciplinary action. Subsequently, the employee will be provided an opportunity to respond, in writing, to the conduct leading up to the proposed disciplinary action.
- B. During any investigation of any conduct or behavior which may result in discipline, employees may be placed on administrative leave at the City's sole discretion. This leave may be with or without pay, or may be charged to available accrued leave if authorized by the City Manager.