

- Stopping work or making preparations to leave work without authorization before the lunch period, official break in work, or before specified quitting time.
- Distraction of the attention of other employees.

32.02 Reasons for an Automatic Write Up

- Smoking in unauthorized areas.
- Permitting any person who is not an employee of the Village of Lake Isabella to enter or ride in a Village vehicle without the written authorization of the supervisor.
- Unauthorized possession of, loss of, or damage to Village property or the property of others, or endangering the same through carelessness.
- Gambling or unlawful betting on Village premises.
- Covering up or attempting to conceal defective work, removing or destroying the same without permission.
- Unauthorized posting of notices or unauthorized removal of notices or signs from bulletin boards on village property.
- Failure to report for overtime without good reason after being scheduled to work according to overtime policy.
- Use of Village vehicles or Village equipment or Village buildings for other than employer directed use.
- Disrespectful conduct; use of insulting, abusive, threatening, or obscene language toward subordinate, fellow employees or supervisor.
- Failure to report in a prompt and timely manner (repeatedly).

32.03 Reasons for Suspension or Dismissal

- Disorderly conduct; fighting or engaging in dangerous horseplay.
- Mistreating, intimidating, coercing, or interfering with employees or supervision at any time.
- Resisting competent authority.
- Reporting for duty or being on duty under the influence of intoxicants; unauthorized possession of, or attempting to bring, intoxicants on Village premises.
- Selling intoxicants or narcotics on Village premises.
- Sleeping during working hours.
- Possession of firearms, explosives, or other weapons on the employer's premise, unless the employee has a valid license to carry a concealed pistol, and has informed the Village Manager that he/she has a valid CPL and has a firearm in his/her possession. In such cases the employee shall be solely responsible for the safety of the firearm, and shall not openly display or brandish the firearm in view of the public.
 - ❖ Police personnel are exempt.
- Conviction of a felony while in the employ of the village.
- Conviction of drunk or reckless driving while operating a Village owned vehicle.
- Being under the influence of narcotics or drugs without the written orders of a physician during working hours.
- The making or publishing of false, vicious, or malicious statements concerning any employee, supervisor, the Village, or its operations.
- Actual or attempted theft of Village property or the property of others.
- Immoral, indecent or notoriously disgraceful conduct.

- Discrimination against any employee or applicant because of race, color, religion, sex, national origin, weight, sexual orientation, age, or handicap, and any reprisal action against an employee for reporting such discrimination.
- Falsification, misstatement, exaggeration, or concealment of material facts in connection with the employment, promotion, and record investigations or other proper proceeding concerning an employee or applicant.
- Falsifying attendance record for oneself or another employee.
- Disobedience to constituted authorities, or deliberate refusal to carry out any proper order from any supervisor having responsibility for the work of the employee.
(Insubordination.)
- Making false claims or misrepresentations in attempt to obtain sickness or accident benefits, workmen's compensation, or unemployment compensation payments.
- Accepting bribes in the course of work.

Section 33: POLICIES

33.01 Personal Use of Village Equipment

The personal use of Village owned equipment outside of the scope of employment is prohibited for uses of a personal nature. Any exceptions to this policy shall be approved by the Village Manager.

33.02 Conflict of Interest

Interest could conflict with, or appear to conflict with the interest of the Village

- No use of Village assets for any unlawful or improper purpose including personal use.
- No undisclosed or unrecorded asset is to be established for any purpose, in the Village accounting procedures.
- No false entries are to be made in the Village accounting procedures for any reason, and no employee shall engage in any arrangement that results in such prohibited act.
- No payments are to be approved or made with the intention that any part is to be used for any purpose other than that described in supporting documentation to such payment.

Any employee who knows of any unrecorded assets or any prohibited act must promptly report such to the Village Manager or Treasurer.

Section 34: RESIGNATION & TERMINATION

34.01 Separation

The tenure of every employee shall be conditioned on the good behavior and the satisfactory performance of duties. An employee may be temporarily separated by layoff or suspension or permanently separated by resignation or dismissal.

34.02 Layoff

Whenever there is a lack of work or lack of funds requiring reductions in the number of employees in a department or division of the Village government, the required reduction