

3. Prior to lay-off, a regular employee shall receive at least ten (10) working days' notice when practicable.

4. The Personnel Officer shall place the names of employees who are laid off on the appropriate re-employment lists in accordance with the rules governing certification and appointment.

D. Dismissal

1. Any employee in the classified service may be removed permanently from his position for cause provided that the employee shall have rights of appeal.

2. No employee in the classified service may be dismissed without first being given reasons or charges, stated in writing, furnishing the employee with specific information as to why the action is contemplated and reasonable advance notice of the proposed action shall be given the employee.

3. The appointing authority shall give fair and objective consideration to the employee's reply to any statement of charges brought against him in a dismissal action, and the employee shall have the right to appear before the appointing authority in person to answer the charges after first making answer in writing. If the appointing authority then determines that the dismissal contemplated shall be executed, the employee shall be immediately removed from his job, and his entire file shall be forwarded promptly to the Personnel Officer.

4. The following subsections, and other acts not specifically enumerated herein involving conduct which is clearly contrary to common sense and decency, may be sufficient cause for removal, provided that all classified County employees shall be protected from any arbitrary, capricious, or illegal termination of loyal career service. Cause for dismissal shall be:

a. That the employee is incompetent or inefficient in the performance of his duty.

b. That the employee has some permanent or chronic physical or mental ailment or defect that incapacitates him from the proper performance of his duties.

c. That the employee has been brutal or offensive in his treatment of the public or fellow employees.

d. That the employee has violated any lawful official regulation or order or failed to obey any lawful and reasonable direction given by his supervisor.

e. That the employee has accepted any service, valuable thing or benefit, such as a loan or discount not available to the general public, given him directly or indirectly by any person, firm or corporation where it may be reasonably implied that the gift may have been given in the hope or expectation of influencing the employee's judgment or receiving preferential treatment from such employee.

f. That the employee is engaged in any private endeavor in conflict with the County's business or that the time spent on such outside endeavor is so excessive as to make it reasonable to assume that the employee may jeopardize his health or ability to perform efficiently.

g. That the employee has been convicted of a criminal offense involving moral turpitude.