

h. That the employee, through negligence or willful conduct has caused damage to public property or waste of public supplies.

i. That the employee has made any assessment or solicitation of any kind for political purposes upon anyone in the County employ.

j. That the employee has been guilty of conduct as to bring the County classified service into disrepute.

k. That the employee:

(1) Used, been under the influence of intoxicating liquors or narcotic drugs during working hours or while engaged in County business.

(2) Loaned identification or any County property to any person without proper authorization.

(3) Stolen, tampered with, or wilfully destroyed, marred, or defaced any County Property.

(4) Used County property such as supplies or vehicles for personal use, without proper authority.

(5) Wilfully made a false official statement, falsified any record, time sheet or report, or defrauded the County in any way.

(6) Been guilty of misconduct, such as gambling or using obscene language, while engaged in County business.

(7) Engaged in fighting or creating any disturbance while engaged in County business.

(8) Carried an unauthorized deadly weapon.

(9) Been excessively tardy or absent from work, or has abused the use of sick leave privileges.

(10) Sold any tickets, posted any bills circulated any petitions, solicited any employees or asked for any donations for charitable cause without the specific approval of the Director of Personnel while engaged in County business.

(11) Spread any malicious gossip or rumor about any superior or fellow employee.

(12) Been guilty of any conduct which does not affirm that a public office is a public trust.

E. Suspension

1. An employee may be suspended without pay for disciplinary reasons for such length of time as the appointing authority considers appropriate that does not exceed seven calendar days. If an employee again becomes subject to disciplinary action within twelve (12) months after being suspended, he shall be dismissed rather than suspended.

2. A personnel action form stating reasons for the suspension and indicating the exact dates thereof shall be submitted to the Personnel Officer for prior approval, if possible.

3. IN THE CASE OF POLICE OFFICERS, WHO HAVE BEEN SUSPENDED, ADEQUATE TIME IN EXCESS OF 7 DAYS MAY BE PERMITTED TO CONFORM WITH DUE PROCESS OF THE LAW.