

Sacramento Suburban Water District

Employee Standards of Conduct and Discipline Policy

Adopted: October 20, 2008

Revised: November 18, 2013; December 21, 2015

100.00 Purpose of the Policy

The purpose of this policy is to assure a safe, efficient workplace and harmonious operation of the District by authorizing the establishment of standards of conduct and a corrective process to provide general guidance to supervisors and managers in situations involving employee misconduct or unacceptable work performance. In keeping with the District's status as an at-will employer, this policy is intended to provide guidelines for employee discipline in cases where standards of conduct are violated, but any actual discipline imposed pursuant to this policy will be determined on a case-by-case basis in accordance with the facts and circumstances of the relevant incident. As an at-will employer, both the District, by and through the General Manager, and its employees have the right to terminate employment at any time, with or without advance notice, and with or without cause.

200.00 Policy

The District is an at-will employer. The employment of every District employee will be conditioned on good behavior and satisfactory work performance. The District has established standards of conduct to provide employees with timely notice of what is expected of them. Because these standards cannot identify every type of unacceptable conduct and performance, employees should be aware that any conduct which adversely affects or is otherwise detrimental to the interests of the District, other employees, or the public, may result in disciplinary action up to and including termination. Any examples or lists of grounds for disciplinary action are illustrative only and shall not be construed to alter the at-will nature of employment, require the District to show "good cause" for termination, or reduce or affect in any manner the General Manager's broad authority over employment of District staff provided in California Water Code Section 30580.

300.00 Authority and Responsibility

The General Manager is authorized to establish and implement standards of conduct for all employees and guidelines for a flexible corrective process to be used by supervisors and managers as general guidance for possible disciplinary action up to and including termination in cases of misconduct or unacceptable performance.

400.00 Policy Review

This Policy shall be reviewed at least biennially.