

BOARD POLICY

Lake Oroville Area Public Utility District

POLICY TITLE: DISCIPLINARY ACTION

NUMBER: 2260

ADOPTION DATE: April 8, 1992

AMENDED DATE: October 13, 2026

2260.1 The purpose of this policy is to establish standards of conduct for employees and to define the procedures and grounds for disciplinary action when those standards are violated. The District expects all employees to conduct themselves in a manner that promotes efficiency, safety, and professionalism.

2260.2 The District Manager is authorized to administer disciplinary action in accordance with policy and applicable laws, regulations, and District policies. Disciplinary actions may include, but are not limited to warning, letter of reprimand, performance improvement plan (PIP), suspension with or without pay, demotion, termination of employment. Nothing in this policy shall limit the District's authority to impose any level of discipline deemed appropriate based on the circumstances of misconduct or performance deficiency.

2260.3 **Grounds for Discipline.**

2260.3.1 Discourteous treatment of the public or fellow employees.

2260.3.2 Drinking of intoxicating beverages or use of illegal or nonprescribed drugs on the job, or arriving on the job under the influence of such beverages or drugs.

2260.3.3 Habitual absence or tardiness.

2260.3.4 Abuse or misuse of leave.

2260.3.5 Disorderly conduct in the workplace or while representing the District.

2260.3.6 Incompetence, inefficiency or unsatisfactory performance.

2260.3.7 Being wasteful of material, property, or working time.

2260.3.8 Violation of any lawful or reasonable regulation or order made and given by an employee's supervisor; insubordination.

2260.3.9 Neglect of duty.

2260.3.10 Dishonesty.

2260.3.11 Misuse of District property.

2260.3.12 Willful disobedience.

2260.3.13 Conduct unbecoming a District employee.

2260.3.14 Falsification of employment records, employment information, time records, or other District records.

- 2260.3.15** Theft, misappropriation, or deliberate or careless damage or destruction to District property, the property of another employee, or the property of a member of the public.
- 2260.3.16** Removing or borrowing District property without prior authorization.
- 2260.3.17** Committing or participating in any unlawful harassment, discrimination, or retaliation prohibited by law or District policy.
- 2260.3.18** Failure to promptly report work-related injury, illness, and/or accident.
- 2260.3.19** Absence without timely notification.
- 2260.3.20** Loss of license, certification, or other qualification necessary to perform the essentials duties of the employee's position.
- 2260.3.21** Violence and/or threat of violence.
- 2260.4** All disciplinary acts will be memorialized in a writing provided to the employee stating the reasons and grounds for such discipline, and placed in the employee's personnel file. The employee may, before the conclusion of the next regular working day, respond in writing to the contents of the letter of warning. Any such response shall be attached to the disciplinary action letter and placed in the employee's personnel file.
- 2260.5** All negative evaluations or letters of warning shall remain part of the employee's personnel file.
- 2260.6** Any disciplinary action which may result in suspension without pay shall be set forth in writing to the employee at least five (5) working days before the proposed effective date or dates. This notice shall be prepared by the General Manager after consultation with the District Counsel and shall contain the following:
 - 2260.6.1** A description of the proposed action and its effective date or dates, and the ordinance, regulation, or rule violated, if applicable;
 - 2260.6.2** A statement of the acts or omissions upon which the action is based;
 - 2260.6.3** A statement that a copy of the materials upon which the action is based is attached or available for inspection upon request;
 - 2260.6.4** A statement advising the employee of the right to request a pre-disciplinary meeting;
 - 2260.6.5** A date by which time the employee must respond in writing if he/she wishes to contest the action.
- 2260.7** All notices of proposed action shall be personally served or be mailed by certified mail, return receipt requested, to the last known address of the employee.