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# Butte County Mosquito and Vector Control District

## POLICY MANUAL

**POLICY TITLE:** Disciplinary Action  
**POLICY NUMBER:** 7260

**7260.1** 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.

**7260.2** The District Manager is authorized to administer disciplinary action for just cause in accordance with policy and applicable laws, regulations, and District policies. Disciplinary actions may include, but are not limited to: corrective action letter, 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.

**7260.3** Grounds for Discipline include, but are not limited to:

**7260.3.1** Discourteous or inappropriate treatment of the public or District employees.

**7260.3.2** Consumption of or being under the influence of intoxicating beverages or the use of illegal or nonprescribed drugs during work hours.

**7260.3.3** Habitual absence or tardiness.

**7260.3.4** Abuse or misuse of leave.

**7260.3.5** Disorderly conduct in the workplace or while representing the District.

**7260.3.6** Incompetence, inefficiency, unsatisfactory performance.

**7260.3.7** Waste, misuse, or negligence in the care of District materials, property, or working time.

**7260.3.8** Insubordination, including but not limited to failure or refusal to comply with lawful instructions of a supervisor or a member of management, or the use of abusive, threatening, or disrespectful language toward a supervisor or member of management.

**7260.3.9** Neglect of duty.

**7260.3.10** Dishonesty.

**7260.3.11** Misuse of District property or the property of others.

**7260.3.12** Conduct unbecoming a District employee or conduct that reflects adversely on the District.

**7260.3.13** Falsification of employment records, employment information, time records, or other District records.

**7260.3.14** Theft, misappropriation, or deliberate or careless damage or destruction to District property, or the property of another employee or the property of a member of the public.

**7260.3.15** Removing or borrowing District property without prior authorization.

**7260.3.16** Violence and/or threat of violence.

**7260.3.17** Failing to observe established work schedules, including rest and lunch periods.

**7260.3.18** Failing to provide a physician's certificate or medical documentation when required.

**7260.3.19** Committing or participating in any unlawful harassment, discrimination, or retaliation prohibited by law or District policy.

**7260.3.20** Failing to promptly report work-related injury, illness, and/or accident.

**7260.3.21** Absence without timely notification.

**7260.3.22** Loss of license, certification, or other qualification necessary to perform the essential duties of the employees position.

**7260.3.23** Any conduct which adversely affects the operation of the District, the health and safety of District employees, the protection of District property, or the reputation of the District.

**7260.3.24** Failure to comply with District policies, procedures, rules, and management directives.

**7260.3.25** Failure to utilize required personal protective equipment (PPE) and other safety equipment as required by 3 CCR section 67029(c) or by pesticide product label.

**7260.4** Disciplinary actions are documented and placed in the employee's personnel file.

An employee may submit a written response to any written disciplinary action received no later than the close of the next regular working day following receipt. Any such response shall be attached to the disciplinary action letter and placed in the employee's personnel file.

**7260.5** Any notice of disciplinary action that may result in suspension without pay shall be provided to the employee in writing at least five (5) working days prior to the proposed effective date of the suspension. This notice shall be prepared by the District Manager after consultation with the District Legal Counsel and shall contain the following:

**7260.5.1** A description of the proposed action and its effective date;

**7260.5.2** Identification of the grounds for discipline;

**7260.5.3** A statement of the acts or omissions upon which the action is based;

**7260.5.4** A statement that a copy of the materials upon which the action is based are attached or available for inspection upon request;

**7260.5.5** A statement advising the employee of the rights to as provided in Section 7110.6 and 7110.7 of Policy #7110, "Dismissal of Employees";

**7260.5.6** A date by which time the employee must respond in writing if he/she wishes to contest the action.

**7260.6** All notices of proposed action shall be personally served upon the employee or mailed by certified mail, return receipt requested, to the last known address of record.