

DISCIPLINE

All City employees are expected to comply with the rules of conduct described in this manual, with the City Code, and with all lawful orders given by their superiors. Failure to comply will lead to disciplinary action. Should you disagree with an order, refer to the section of this manual entitled GRIEVANCES. However, while your grievance/appeal is pending, YOU MUST CONTINUE TO OBEY THE ORDER to which you object.

The rules of the New Jersey Civil Service Commission lists a number of reasons which would justify progressive disciplinary action to be taken against a permanent employee. Among these “just causes” are:

-neglect of duty
-in competency or inefficiency
-incapacity due to mental or physical disability
-intoxication while on duty
-chronic or excessive absenteeism or lateness/tardiness
-neglect, waste or destruction of City property
-conduct unbecoming of a public employee
-and other sufficient causes/reasons

A department director or supervisor may recommend discipline against any of their workers. Progressive discipline begins with verbal and written warnings, and can lead to the assessment of fines, suspension from duty, with/without pay and termination.

If a permanent employee is: suspended for more than five (5) days at one time, suspended for a total of fifteen (15) days in one calendar year, disciplined on more than three (3) occasions in a twelve(12) month period or terminated, the employee will be given information regarding their ability to appeal the action to the New Jersey Civil Service Commission..