

FAMILY MEMBERS AND GUESTS

Employees shall not bring family and guests to work for any length of time without prior approval of the employee's department director. Failure to comply with this policy will result in disciplinary action as provided below.

The purpose of this policy is to ensure employees are devoting their time and attention to work instead of entertaining and providing childcare. The city is also concerned with potential liability exposure.

DISCIPLINARY ACTION:

1ST Occurrence: Informal meeting with employee advising behavior is not acceptable and review of policy.

2nd Occurrence: Official verbal warning.

3rd Occurrence: Written warning.

If there is no change in behavior a department two (2) day suspension will be in order. An employee will be advised by his or her director in writing that further disciplinary action will follow if there is no change. The number of days of suspension will increase up to the maximum for a minor disciplinary action of five (5) days.