



11.1. Prohibited Behaviors and Activities. The following is a partial list of behaviors and activities that are not appropriate for District employees. Staff members who engage in these behaviors and activities will be released from their positions with the District.

11.1.1. Theft, misappropriation or removal of District property or the property of employees, clients or members of the public; including food, drinks or merchandise intended for resale

11.1.2. Material falsification of any application for employment or any report, record, time record or any other District records

11.1.3. Soliciting and/or accepting payment, gifts or any item of value for services performed during the regular workday while working for the District

11.1.4. Material alteration, destruction or waste of District property, facilities, records or equipment, wherever located or the destruction of another employee's property

11.1.5. Violation of the alcohol or drug policies

11.1.6. Giving or taking a bribe of any nature as inducement for obtaining or retaining a job or position

11.1.7. Disorderly conduct, fighting or insubordination. Insubordination includes, but is not limited to:

(a). Neglect of duty or refusal or failure to obey reasonable orders or instructions in the line of duty

(b). Use of abusive, insulting or obscene language to any supervisor or other employee

11.1.8. Threatening, intimidating, coercing or interfering with supervisors or other employees

11.1.9. Deliberate attempts to injure another employee or fighting on District property

11.1.10. Sleeping during work hours

11.1.11. Possession of firearms, explosives or any dangerous weapons is prohibited while performing District work

11.1.12. Recklessness resulting in a serious accident while on duty

11.1.13. Workplace harassment or other unlawful discrimination directed toward another employee or other individual in the workplace



- 11.1.14.** Use of District property or time for personal financial gain
- 11.1.15.** Ignoring safety rules or common safety practices or contributing to unsanitary or unsafe working conditions
- 11.1.16.** Failure to report occupational injuries or accidents promptly to the employee's supervisor
- 11.1.17.** Engaging in activities other than assigned work during working hours without approval in advance by a supervisor
- 11.1.18.** Acting in an insulting, rude or insolent manner towards any citizen, employee or other person while working for the District or on District premises
- 11.1.19.** Failure to exercise the care and attention to one's work as required by the circumstances
- 11.1.20.** Unexcused or excessive absences, or tardiness
- 11.1.21.** Leaving work before the end of the shift or not being ready to begin work at the start of the shift or working overtime without permission from the District General Manager
- 11.1.22.** Loafing or spending unnecessary time away from the job
- 11.1.23.** Unauthorized possession or use of any District property, equipment or materials
- 11.1.24.** Violation of any District Policy or Procedure.