



COUNTY OF CARROLL
OFFICE OF THE COMMISSIONERS
Administration Building
95 Water Village Road Box #1
Ossipee, New Hampshire 03864
Phone 603-539-7751 · Fax 603-539-4287



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| Policy Title: | Standards of Unacceptable Conduct and Job Performance |
| Effective Date: | 09/01/2012 |
| Revision Date: | 03/16/2023 |
| Reference(s): | |

This policy identifies three categories of unacceptable performance or conduct. Certain kinds of actions or conduct are obviously unacceptable, but no list of standards can possibly cover every circumstance.

Class “A” Violations include the most serious misconduct and repeated job performance problems. These serious violations normally result in termination of employment. Examples include, but are not limited to:

- a. Harassment or sexual harassment (see harassment policy)
- b. Racial, ethnic, age, disability or other derogatory or degrading slurs
- c. Hostile written or graphic material in the workplace
- d. Dishonesty of any type
- e. Unauthorized disclosure of confidential County information
- f. Verbal or physical abuse, threats, intimidation or other abuse toward co-workers or other persons lawfully on County property
- g. Use, sale, distribution or possession of illegal drugs or alcohol while on County business or premises at any time, including breaks or meal breaks
- h. Reporting to work in an unfit condition
- i. Destruction or damage to County property or the property of other employees, visitors, or any other person lawfully on County property.
- j. Unauthorized use of County property
- k. Falsification of County records
- l. Insubordination: the willful or intentional failure to obey and lawful and reasonable request of a supervisor
- m. Failure to comply with local, state, and federal laws
- n. Job abandonment: as defined in the County’s Attendance policy adopted January 30, 2023
- o. Refusal to fully cooperate in any investigation
- p. Removing or attempting to remove County property or records without proper authorization

- q. Misrepresentation on an application for employment or other report, including but not limited to omission of prior employers or falsification of any documents submitted during the employment process regardless of when the misrepresentation actually occurred.
- r. Communicating any type of threat (express or implied) toward any individual including but not limited to other employees, any person under the care of the County, or a threat involving County property or facilities
- s. Violation of the Internet Resources or Social Networking policies

Class “B” violations include serious acts, which indicate a disregard of the established rules and/or standards of conduct which may not result in termination. Class “B” violations normally result in a written warning for a first offense, final warning for a second offense, and termination of employment for a subsequent offense.

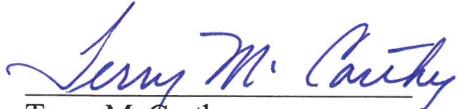
Depending on the severity of the infraction and past work history, termination of employment may be appropriate for the first offense. An employee may commit multiple Class “B” violations that are not serious when considered separately, but when grouped together indicate a pattern of unacceptable behavior. Examples may include, but are not limited to:

- a. Uncooperative behavior
- b. Unproductive behavior, inefficiency and/or negligence in the performance of assigned duties
- c. Failure to perform duties in a satisfactory manner
- d. Failure to complete work in a timely manner

Class “C” violations generally result in an initial warning. However, an employee may commit multiple Class “C” violations when considered together, are grounds for more serious disciplinary action up to and including termination of employment. Examples may include, but are not limited to:

- a. Consuming food, drink or using tobacco products, including smoking, in unauthorized areas
- b. Failure to notify and receive permission from a supervisor before leaving assigned work area during work time with the exception of prearranged breaks and meal periods
- c. Use of personal cell phones or other communication devices during work hours (must be limited to meal or break periods). If there is an emergency, the employee should take the necessary and appropriate steps to discreetly excuse themselves to a private location to handle the emergency situation.
- d. Personal business conducted on County time during work hours is prohibited except as stated above (during breaks and meal periods)
- e. Lack of adequate personal hygiene
- f. Inappropriate footwear or clothing that is revealing or contains offensive sayings, slogans, or images
- g. Excessive absenteeism

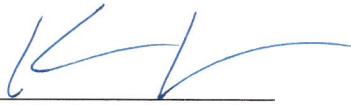
Where there is a Collective Bargaining Agreement in place, the terms and conditions of that Bargaining Agreement shall supersede this policy. Union members should always refer to their Bargaining Agreement.



Terry McCarthy
Chairman



Matthew Plache
Vice-Chairman



Kimberly Tessari
Clerk

Adopted: March 16, 2023