

RULE IX  
DISCIPLINARY ACTION

Section 1 Maintaining Standards of Service

- 1.1 The Appointing Authority shall take appropriate corrective and progressive actions to maintain standards of service by employees subject to these rules. Actions may include:
- A. Termination of employment
  - B. Demotion to a position the subject employee is qualified to perform
  - C. Suspension without pay not to exceed 30 days in a calendar year
  - D. Temporary reduction in pay of 5% not to exceed five (5) pay periods
  - E. Written reprimand
- 1.2 Reasons for These Disciplinary Actions May Include:
- A. Unwillingness or failure to perform the assigned duties in a satisfactory manner.
  - B. Deliberate omission of an act that it was his duty to perform.
  - C. Commission of an act or acts detrimental to the public interest or to the Classified Service.
  - D. Insubordination
  - E. Wantonly offensive or discourteous conduct toward the public, employees, elected officials or anyone else including any dishonest, disgraceful, immoral or prejudicial behavior.
  - F. Drinking alcoholic beverages while on duty, or reporting to work under the influence of them.
  - G. Use of intoxicating substances of any kind to the detriment of safe and satisfactory performance of duties.
  - H. Those actions provided for in a lawfully adopted and administered drug testing and prevention program adopted by the Appointing Authority.
  - I. Falsifying applications for employment, making false claims of qualifications in securing eligibility and appointment of self or another.
  - J. Practicing fraud or attempting to practice fraud or deception in any examination procedure.
  - K. Conviction of a felony.
  - L. Using or promising to use influence or official authority to secure appointment to or eligibility for, a position within the classified service for any reason other than qualifiable merit.
  - M. Soliciting or receiving money, goods or anything of value from any person, group, for any political party or political purpose.
  - N. Inducing or attempting to include or coerce any person holding a position in the Classified Service or the Civil Service Board to resign, take a leave

of absence from his duties, or waive any of his rights or deny a third person his rights under Section 4-15 of the Charter or rules adopted hereunder.

- O. Violating or inducing others to violate Section 4-15 of the City-Parish Charter or rules adopted thereunder.
- P. Conduct unbecoming of an employee of the classified service that would bring discredit, public embarrassment, or impair the efficient operation of the Lafayette Consolidated Government.
- Q. Any act or failure to act that the Board accepts as sufficient to show the offender is unfit or unsuitable for employment in the Classified Service.
- R. Unwillingness, inability or failure to achieve within the time specified, and/or maintain such certifications, permits, licenses, registrations or other credentials related to job performance deemed reasonable by the Director and specified as a condition of employment at hire. (Revised 09/11/07)

## Section 2 Appeal Rights of Employees

Right to appeal to the Board disciplinary actions of dismissal, suspension, reduction in pay or demotion shall be afforded every regular employee in the classified service.  
(Revised 10/13/20)

- 2.1 The Appointing Authority, after conducting a pre-disciplinary hearing, shall inform the employee what disciplinary action is being taken against him, stating the reasons in writing, and furnish a copy to the Civil Service Director.
- 2.2 The Civil Service Director shall notify the employee, in writing, at his last known address, of his rights to appeal the action to the Board, and upon receipt of written request for a hearing from the subject employee, inform the Board and schedule the hearing.