

## 6.2 INVOLUNTARY SEPARATIONS

**Reduction in Work Force:** An employee may be laid off at the discretion of the supervisor when the employee's position is eliminated, or when there is a lack of funds or lack of work.

**Disciplinary Actions and Dismissal:** Unless otherwise prohibited by collective bargaining agreement, a supervisor may discipline or discharge an employee for any reason which is not in violation of the law.

Disciplinary action, up to and including discharge, may be based upon, but is not limited to, any of the following reasons: inefficiency, insubordination, less-than-competent job performance, unauthorized use or abuse of county property, failure to perform assigned duties, inadequacy in the performance of assigned duties, inattentiveness to duty, dishonesty, theft, improper use of leave, substance abuse, negligence, conduct which adversely affects job performance or the county, conduct unbecoming a public employee, misconduct, or any other just cause.

Supervisors are encouraged, but are not required to, use the following progressive, adverse actions when considering or before taking any disciplinary action or dismissal: written reprimand, disciplinary suspension, discharge, or other appropriate disciplinary measures.

A Supervisor must consult with the county attorney before disciplining or dismissing an employee.

In accordance with Iowa's Open Records laws (Iowa Code sections 22.7(11)(a)(5) and 22.15), information in confidential personnel records relating to an employee's resignation in lieu of termination, discharge, or demotion as the result of a disciplinary action and the documented reasons and rationale for the resignation in lieu of termination, the discharge, or the demotion may become public records.

The provisions of this handbook do not establish contractual rights or conditions of employment between the County and its employees.