

SECTION 5.6

GROUND FOR IMMEDIATE SUSPENSION OR DISMISSAL

Jefferson County will comply with all applicable laws and regulations, and expects all employees to maintain the highest possible ethical and moral standards as per the guidelines outlined in this policy manual and in the [Jefferson County Internal Ethics and Compliance Program](#). Employees are expected to perform their duties within the laws of the State of Texas, and other rules and regulations as may be set forth by Commissioners' Court. The County expects that all employees will conduct themselves in a manner that will reflect positively upon the County, and refrain from dishonest, illegal, immoral, unethical or unsafe conduct. Employees may be subject to disciplinary action up to and including termination of employment for violation of Departmental or County guidelines. The following gross violations of the County's code of conduct and rules are grounds for immediate suspension or dismissal:

1. Insubordination – may involve verbal or physical abuse of a supervisor or refusal to obey or carry out reasonable and legitimate orders or instructions as issued by a supervisor.
2. Possession, consumption or being under the influence of alcohol or illegal drugs while at work or on County property.
3. Possession or use of **unauthorized** firearms, explosives or other weapons while on County property.
4. Immoral or indecent conduct including but not limited to, the harassment or sexual harassment of any employee; sexual misconduct; attempting to access and/or accessing sexually explicit, profane, obscene, intimidating, defamatory, inappropriate, offensive, and/or illegal content on county devices.
5. Threatening, intimidating, coercing, use of abusive or obscene language or interfering with the performance of others.
6. Advocacy of, participation in, or failure to report the unlawful seizure, theft or distribution of County property, or engaging in fraud or theft.
7. Willful or repeated violation of County Policies and or Procedures.
8. Willful violation or negligence of the safety and security of county employees, county or public property, and/or county network.
9. At the discretion of the Department Head/Elected Official, violation of tardiness, attendance or departmental call-in procedures.
10. Fraud, to include but not limited to, falsifying employment application and/or resume whenever discovered, timekeeping records, personnel or other County documents.
11. Fighting, throwing things, horseplay, practical jokes or other disorderly conduct which may endanger the well-being of any employee or County operation.

12. Performance, which in the Department Head's/Elected Official's opinion, does not meet the requirements of the position.
13. Failure to report to work for three (3) consecutive workdays without calling in.
14. Personal use of county equipment/vehicles by an employee is prohibited.
15. Other circumstances for which the County feels that corrective action is warranted.
16. Use of confidential or personal information, trade secrets, development of systems, processes, products, know-how and technology used other than for the intended business purpose.
17. **ANY EMPLOYEE MAY BE DISMISSED AT ANY TIME WHEN, IN THE JUDGMENT OF THE DEPARTMENT HEAD/ELECTED OFFICIAL, THE QUALITY OF THE EMPLOYEE'S WORK OR CONDUCT IS NOT SUCH AS TO MERIT CONTINUATION IN SERVICE TO THE COUNTY.**

Note: The actions numbered are not listed in order of importance and are not the only actions for which an employee may be discharged or otherwise disciplined, but are given to illustrate conduct that is subject to discipline. It is not intended to be comprehensive and does not alter the employment-at-will relationship between employees and the County. Employees must also observe departmental or special rules or instructions. Moreover, some actions that are generally acceptable elsewhere may not be acceptable on the part of County employee