



## **Disciplinary Action(s) Matrix**

The City of Riviera Beach is committed to maintaining a professional, respectful, and productive workplace. This Discipline Matrix is a structured guide to ensure consistency and fairness in applying disciplinary actions for policy violations, misconduct, or performance deficiencies.

This matrix provides general guidelines for progressive discipline while allowing for discretion in determining the appropriate level of corrective action based on the severity of the infraction, mitigating factors, and past disciplinary history. It is not intended to create an employment contract, nor does it limit management's ability to administer discipline as necessary.

All employees are expected to adhere to the city's policies, procedures, and standards of conduct. This document is designed to promote accountability, improve workplace behavior, and uphold the city's values while ensuring due process in disciplinary matters.

**Note:** The city reserves the right to modify or deviate from this matrix as circumstances warrant, based on the facts of each case. Any deviations from the matrix must be documented, justified, and reviewed by HR and legal counsel.



## **Group Violations**

Based on the Progressive Discipline Policy, HR-21-03 (see attached), examples of employee conduct that would lead to discipline and the usual course of disciplinary action have been separated into groups according to the usual severity and impact of the violation. Violations may be handled differently, which could be determined by the Department Director, Chief, Director of Human Resources, or City Manager, depending on their group they are in and the specific circumstances. Disciplinary action includes verbal and written warnings, suspension without pay, demotion, and termination if the infraction was done during employment.

The final authority in determining disciplinary actions, falls under the Department Director, HR Director or a City Manager's directive.

**Note:** According to the Collective Bargaining Agreement, protected employees have the right to file a grievance to challenge the disciplinary action, if applicable.

## **Hierarchy of Authority**

When employee performance, conduct, or behavior concerns occur, all supervisors, managers, and Department Directors must administer disciplinary action fairly and consistently. Disciplinary actions involving suspension, demotion, or termination require an approval process consisting of the departmental recommendation; HR, as a neutral party, reviews and agrees/disagrees with or modifies the recommendation. Final approval rests with the City Manager (except where modified by CBA)—the approval of the Director of Human Resources, with guidance from the City Manager for final approval.

## **Grievance and Union Protections**

The grievance procedures set forth in the current Labor Agreement are hereby established as the standard for all related matters. Time limits specified within these procedures will be strictly enforced. Any modifications to these timelines must be mutually agreed upon by the Union and the City, in accordance with the relevant articles of the Labor Agreement.

All employees are required to adhere to the timelines and requirements outlined in the applicable bargaining agreement and City policy. Compliance with these procedures is essential to ensure a fair and efficient resolution process.

Violations	Disciplinary Action			
Group 1	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense
<ul style="list-style-type: none"> <li>• Arguing with co-workers, supervisors, visitors, or volunteers.</li> <li>• Failing to follow instructions as needed for the job assignment.</li> <li>• Contributing to unsafe working conditions and/or environment.</li> <li>• Smoking in nonsmoking areas.</li> <li>• Leaving the assigned work area or facility without the supervisor's permission.</li> <li>• Loitering or loafing while on duty.</li> <li>• Disregarding the City's dress code.</li> <li>• Using City-owned equipment without authorization.</li> <li>• Accidentally damaging or negligent, resulting in destruction to City-owned equipment.</li> <li>• Abusing lunch and rest break periods.</li> <li>• Removing, posting or altering notices on any bulletin board on City property without permission from the employee's department or the HR Department.</li> <li>• Violating other rules or policies not specifically listed.</li> </ul>	VERBAL WARNING	WRITTEN WARNING	SUSPENSION UP TO 5 DAYS	TERMINATION

Violations	Disciplinary Action			
Group 2	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	
<ul style="list-style-type: none"> <li>• Failing to report damage to City equipment.</li> <li>• Failing to report an accident involving City equipment.</li> <li>• Failing to report an injury to the immediate supervisor.</li> <li>• Disregarding or violating safety rules.</li> <li>• Engaging in horseplay that results in personal injury or equipment damage.</li> <li>• Spreading malicious rumors.</li> <li>• Engaging in vulgar or abusive language (profanity or cursing) or conduct toward others. <ul style="list-style-type: none"> <li>○ Initiating a verbal assault while on duty.</li> </ul> </li> <li>• Copying City documents for personal use.</li> <li>• Using City communication systems inappropriately.</li> <li>• Treating customers or co-workers in a discourteous, inattentive, or unprofessional manner.</li> <li>• Being absent or tardy or leaving early without notification or permission.</li> <li>• Failing to follow department guidelines concerning notification of an absence.</li> <li>• Unauthorized use of City vehicles, property, or equipment.</li> </ul>	<b>WRITTEN WARNING</b>	<b>SUSPENSION UP TO 5 DAYS</b>	<b>TERMINATION</b>	

Violations	Disciplinary Action			
Group 2 (cont.)	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	
<ul style="list-style-type: none"> <li>• Demonstrating insubordination, including:               <ul style="list-style-type: none"> <li>○ Refusal to do an assigned job.</li> <li>○ Refusal to work overtime or holiday shifts when required.</li> <li>○ Disrespectful response to a supervisor's directive.</li> <li>○ Deliberate delay in carrying out an assignment.</li> </ul> </li> </ul>	WRITTEN WARNING	SUSPENSION UP TO 5 DAYS	TERMINATION	

Violations	Disciplinary Action
<b>Group 3</b>	**These violations are considered serious enough to warrant immediate dismissal/termination, bypassing the progressive discipline process. **
<ul style="list-style-type: none"> <li>• Unapproved absences for three (3) or more days without notification or permission (also referred to as a voluntary quit or job abandonment).</li> <li>• Fighting in the workplace.</li> <li>• Initiating a fight in the workplace.</li> <li>• Violating timecard procedures.</li> <li>• Sabotaging the facility, grounds or equipment of the City.</li> <li>• Falsifying City records, such as employment applications, timecards, purchase orders, invoices or any other City documents in any way.</li> <li>• Engaging in indecent behavior during employment.</li> <li>• Possessing, consuming, or being under the influence of alcohol or controlled substances while on duty.</li> <li>• Sleeping while on duty.</li> <li>• Concealing defective work.</li> <li>• Disclosing confidential records or information.</li> </ul> <p>Soliciting gifts or tips from business-related contracts.</p>	<b>DISMISSAL/TERMINATION</b>
Violations	Disciplinary Action
<b>Group 3 (cont.)</b>	**These violations are considered serious enough to warrant immediate dismissal/termination, bypassing the progressive discipline process. **

- Using the City's computer systems, including accessing confidential computer files and data, without authorization.
- Demonstrating gross misconduct (i.e. Major breach of conduct, Flagrant misconduct, Extreme behavioral violation) or other serious violations of the City's policies or procedures during employment.
- Failing to comply with licensure and certification requirements.
- Dishonesty, including deception, fraud, lying, cheating or theft during employment.
- Threatening a co-worker or supervisor.
- Excessive accidents resulting in injury to self, others, or damage to City equipment.

#### **DISMISSAL/TERMINATION**



## **Glossary of Terms**

1. **Gross Misconduct:** A serious violation of City of Riviera Beach policies or ethical standards by an employee that jeopardizes the integrity of the workplace. Examples include theft, fraud, violence, harassment, or severe breaches of safety protocols.
2. **Excessive Accidents:** A frequency of workplace incidents or accidents that is significantly higher than the norm for similar environments, indicating potential negligence, unsafe practices, or a need for improved safety training and measures.
3. **Subjective Terms:** Phrases or descriptors that are open to personal interpretation and can vary in meaning from one individual or context to another, often leading to ambiguity.
4. **Disciplinary Action:** Actions taken by an employer in response to employee misconduct, which can range from verbal warnings to termination, depending on the severity of the offense.
5. **Employee Handbook:** A document provided by employers that outlines company policies, procedures, and expectations for employee behavior and conduct in the workplace.
6. **Ethical Standards:** Principles that guide behavior and decision-making based on what is considered right and wrong within a specific context or organization.
7. **Employer-Employee Relationship:** The dynamic and responsibilities between employers and their employees, characterized by mutual expectations of trust, loyalty, and professionalism.