

## 140 – CONDUCT

- A. All actions relating to employee conduct will be handled in a fair and consistent manner. Employees are expected to maintain proper standards of conduct at all times.
- B. Listed below are examples of actions that could lead to corrective action up to and including immediate dismissal.
  - 1. Unsatisfactory job performance.
  - 2. Destruction, damage, misuse, or theft of state property.
  - 3. Falsification or misrepresentation of the Court System information or personnel records.
  - 4. Unauthorized disclosure of confidential information.
  - 5. Violating the alcohol or drug policy.
  - 6. Removal of state property or information without prior consent.
  - 7. Disruptive or offensive behavior on the job.
  - 8. Failure to carry out the directions of a supervisor or insubordination of any kind.
  - 9. Violation of safety or security regulations.
  - 10. Excessive absenteeism or tardiness.

Approved by the Supreme Court 4/1/12