

The examples of Group I, II, and III Offenses, set forth below, are characteristic of those offenses which have historically been judged to be of such a nature as to warrant those penalties established for the group.

In general, Group I offenses may be defined as those infractions which are of a relatively minor nature and which cause only minimal disruption to the organization in terms of a slight, yet significant, decrease in organization productivity, efficiency, and/or morale, Group I offenses, if left undisciplined by proper authority, will usually cause only a temporary minor adverse impact against the organization unless such acts are compounded over time.

Group II offenses may be defined as those infractions which are of a more serious nature than Group I offense and which, in turn, cause a more serious and longer lasting disruption to the organization in terms of decreased organizational productivity, efficiency, and/or morale. Group II offenses, if left undisciplined by proper authority, can cause a serious and longer lasting adverse impact against the organization than the Group I offenses.

Group III offenses may be defined as those infractions which are of a very serious or possibly a criminal nature, and which cause a critical disruption to the organization in terms of decreased productivity, efficiency, and/or morale. Group III offenses, if left undisciplined by proper authority, may cause long lasting and critically serious adverse impact against the organization.

GROUP I OFFENSES

First Offense.....	Instruction and Cautioning
Second Offense .....	Written Reprimand
Third Offense .....	Three (3) day suspension without pay
Fourth Offense .....	Fifteen (15) day suspension without pay
Fifth Offense .....	Termination

1. Failure to "report off" work for any absence.
2. Failure to commence duties at the beginning of the work period, or leaving work prior to the end of the work period.
3. Leaving the job or work area during the regular working hours without authorization.
4. Leaving post of continuous operations position prior to being relieved by employee on incoming shift.
5. Neglect or carelessness in signing in or out or clocking in or clocking out.
6. Unauthorized absence from work.
7. Creating or contributing to unsanitary or unsafe conditions or poor housekeeping.

8. Distracting the attention of others, unnecessary shouting demonstration, or otherwise causing disruption on the job.
9. Malicious mischief, horseplay, wrestling, or other undesirable conduct, including use of profane or abusive language.
10. Threatening, intimidating, coercing, or interfering with subordinates or other employees.
11. Failure to cooperate with other employees as required by job duties.
12. Failure to use reasonable care of township property or equipment.
13. Use or possession of another employee's working equipment without authorization.
14. Neglect or carelessness in observance of official safety rules, or disregard of common safety practices.
15. Failure to observe department rules.
16. Obligating the township for any expense, service, or performance without authorization.
17. Failure to report accidents, injury, or equipment damage.
18. Disregarding job duties by neglect of work.
19. Unsatisfactory work or failure to maintain required standard of performance.
20. Unauthorized use of telephone for other than business purposes.
21. Unauthorized posting or removal of notices or signs from official bulletin boards.
22. Distributing or posting written or printed matter of any description on township premises unless authorized.
23. Excessive garnishments.
24. Violation of any other work rule, policy or directive.

GROUP II OFFENSES

First Offense.....Instruction and one (1) to three (3) day suspension without pay  
Second Offense .....Not less than four (4) days nor more than  
fifteen (15) day suspension without pay  
Third Offense .....Termination

1. Sleeping during working hours.
2. Reporting for work or working while unfit for duty.
3. Being in the possession of, or drinking alcoholic beverages on the job.
4. Conduct violating morality or common decency, e.g., sexual harassment.
5. Unauthorized use of township property or equipment.
6. Performing private work on township time.
7. Willful failure to sign in or out or clock in or out when required.
8. Willful failure to make required reports.
9. Failure to report for overtime work without good reason after being scheduled to work according to overtime policy.
10. Solicitation on township premises without authorization.
11. The making or publishing of false, vicious, or malicious statements concerning employees, supervisors, the township, or its operations.
12. Refusing to give testimony when accidents are being investigated.
13. Giving false testimony during a complaint or grievance investigation or hearing.
14. Unauthorized presence on township property.
15. Willful disregard of departmental rules.
16. Use of abusive or threatening language toward supervisors or fellow employees.
17. Discourteous treatment of the public.
18. Misuse of two-way radio or related equipment, abusive language over the airways, or the interference with business-related transmissions.

19. Violation of Social Media policy.
20. Violation of any other work rule, policy, or directive.

GROUP III OFFENSES

First Offense..... Up to and including termination

1. Wanton or willful neglect in the performance of assigned duties or in the care, use, or custody of any township property or equipment. Abuse or deliberate destruction in any manner of township property, tools, equipment, or the property of employees.
2. Falsifying testimony when accidents are being investigated; falsifying or assisting in falsifying or destroying any township records, including working performance reports; or giving false information called for in making application for employment.
3. Making false claims or misrepresentation in an attempt to obtain any township benefit.
4. Gambling during work hours.
5. Stealing or similar misconduct, including destroying, damaging, or concealment of any property of the township or of other employees.
6. The use of narcotics or the sale of narcotics.
7. Fighting or attempting to injure other employees, supervisors, or persons.
8. Carrying or possession of firearms, explosives, or weapons on township property at any time without prior authorization. This is not intended to restrict individuals with a valid concealed handgun license from transporting or storing a firearm or ammunition inside the person's privately owned vehicle in accordance with Ohio Revised Code 2923.126 and 2923.1210.
9. Knowingly concealing a communicable disease such as TB which may endanger other employees.
10. Misuse or removal of township records or information without prior authorization.
11. Instigating, leading, or participating in any walkout, strike, sit-down, stand-in, refusal to return to work at the scheduled time for the scheduled shift, or other concerted curtailment, restriction or interference with work in or about the township's work stations other than situations permitted by the *Ohio Public Employees Collective Bargaining Law*.

12. Dishonesty or any dishonest action. Some examples of what is meant by "dishonesty" or "Dishonest action" are: theft; pilfering; opening desks assigned to other employees without authorization; making false statements to secure an excused absence or to justify an absence or tardiness; making or causing to be made, inaccurate or false reports concerning any absence from work. The foregoing are examples only and do not limit the terms "dishonesty" or "dishonest action."
13. Insubordination by refusing to perform assigned work or to comply with written or verbal instruction of the supervisors.
14. Unlawful discriminatory harassment.
15. Failure to maintain a license or certification.
16. Violation of any other work rule, policy, or directive.

In the interest of protecting the safety of employees and citizens of Russell Township, the Township adopts the following policy:

**POLICY**

- A. Effective April 8, 2004, as required by Ohio Revised Code §2923.1212, the following sign (or language substantially similar) will be posted at the entrance of every Township-owned building, and at the entrance to the portion of any non-Township-owned building which is leased by the Township.

Pursuant to the Ohio Revised Code, no person shall knowingly possess, have under the person's control, convey, or attempt to convey a deadly weapon or dangerous ordnance onto these premises. A valid license does not authorize the licensee to carry a concealed handgun onto the premises.

- B. Employees and officials of Russell Township, other than law enforcement officers specifically authorized to carry a firearm, are prohibited from carrying firearms into any Township building, in any Township vehicle, or at any time while they are acting within the course and scope of their employment.

- C. Employees and officials of Russell Township, other than law enforcement officers specifically authorized to carry a handgun, are prohibited from bringing a firearm onto Township land (including parking lots), even if it is kept in their own vehicle, except for employees with a valid license to carry a concealed handgun.

- D. Pursuant to Ohio Revised Code Sections 2923.126 and 2923.1210, a Township employee or official with a valid license to carry a concealed handgun may bring a handgun onto Township land (including parking lots), but must leave the handgun in their own locked vehicle, either locked in the glove compartment, locked in the trunk, or locked inside a gun case. The employee's vehicle must be parked in a permitted area. An employee or official with a valid license to carry a concealed handgun may remove the handgun from their own vehicle parked on Township property only for the purpose of transporting it to and from the trunk of that vehicle for storage.

- E. The Township shall be immune from liability for any injury, death, or loss to person or property that was caused by or related to a licensee bringing a handgun onto the premises or property of the Township.

- F. Any non-law enforcement Township employee who carries or discharges a firearm in a Township building, in a Township vehicle, or while on duty will be acting outside the course and scope of their employment with the Township and will be in violation of this policy and will be subject to disciplinary action, up to and including discharge. Russell Township will not defend or indemnify such actions by any Township official or employee.

G. Township employees who use a firearm or make comments about firearms in such a way that intimidates, harasses, coerces, or threatens any person will be subject to disciplinary action, up to and including discharge.