

SUBJECT

INSUBORDINATION

Departmental Policy No. 3-6

Effective: **Upon Approval**

I. PURPOSE

To ensure that Department of Public Works and Engineering Employees follow orders or directions given by their supervisors.

II. SCOPE

This policy applies to all Department of Public Works and Engineering employees and supersedes any other former Departmental policy, procedure or directive.

III. POLICY

Department of Public Works and Engineering employees shall obey all lawful orders and directions given by supervisors. Failure or deliberate refusal of employees to obey such orders shall be deemed as insubordination and is prohibited. Demonstrating contempt or scorn towards the authority of a supervisor by displaying obvious disrespect or disputing his orders shall likewise be deemed insubordination.

IV. COMPLIANCE

Adherence to the above is mandatory. Any employee who violates this policy may be subject to disciplinary action up to and including indefinite suspension.

V. Exception

Policy exceptions and/or violations shall be brought to the attention of the Director or Designee for review and recommended course of action.

Approved:

JCD

Date Approved:

3/7/02

Page 1 of 1