

ALABAMA STATE PERSONNEL BOARD
ALABAMA STATE PERSONNEL DEPARTMENT
ADMINISTRATIVE CODE

CHAPTER 670-X-19
EMPLOYEE WORK RULES

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670-X-19-.01 General Work Rules.

(1) In addition to any special rules issued by the various appointing authorities for the guidance of their employees, the following standard general work rules shall apply to all classified employees:

(a) Violations that normally result in disciplinary actions of increasing severity:

1. Absenteeism - Unexcused absence, unreported absence, a pattern of absences, or excessive absences.
2. Tardiness - Not on the job ready to work at the beginning of the shift.
3. Inattention to job - Doing anything distracting while on the job.
4. Failure to perform job properly.
5. Abuse of equipment.
6. Unauthorized and/or unlicensed operation of vehicles, machinery, or equipment.
7. Participation in unauthorized activity or solicitations on work premises.
8. Violation of specific department rules.

(b) More serious violations that may result in suspension or discharge on the first offense.

1. Violations of safety rules.

2. Insubordination - Failure to follow an order; disobedience; failure to submit to authority as shown by demeanor or words, with the one exception of not following an order which the employee has good reason to believe is unsafe or illegal.
3. Theft or unauthorized possession of company property.
4. Fighting.
5. Use of abusive or threatening language.
6. Falsification of records - Application for Employment, time card, doctor's excuse, etc.
7. Possession and/or use of alcohol, narcotics, or other illegal substances and/in state property.
8. Sleeping on the job.
9. Leaving before the end of the normal schedules work hours/walking off the job.
10. Serious violation of any other department rule.
11. Leaving job station without permission.
12. Disruptive conduct of any sort.
13. Conduct unbecoming a state employee.
14. Destruction of state documents or records.
15. Unauthorized possession of a firearm in a state building.

(2) The listing of violations above is not meant to be all inclusive and does not imply that discipline may not be imposed for other sufficient reasons nor does it mean that termination cannot occur for the first violation.

Author:

Statutory Authority: Code of Ala. 1975, §36-26-9.

History: Filed September 29, 1981. Amended Filed May 24, 1985.

Amended: Filed May 20, 2015; effective June 24, 2015.

670-X-19-.02 Prohibition Of Political Activities.

(1) No person shall be appointed or promoted to or demoted or dismissed from any position in the classified service, or in any way favored or discriminated against with respect to employment in

the classified service because of his political or religious opinions or affiliations.

(2) No person shall seek or attempt to use any political endorsement in connection with any appointment to a position in the classified service.

(3) No person shall use or promise to use, directly, or indirectly, any official authority or influence whether possessed or anticipated, to secure or attempt to secure, for any person an appointment or advantage in appointment to a position in the classified service, or an increase in pay or other advantage in employment in any such position, for the purpose of influencing the vote or political action of any person, or for any consideration.

(4) No employee in the classified service and no member of the Board shall, directly or indirectly, pay or promise to pay any assessment, subscription or contribution for any political organization or purpose or solicit to take any part in soliciting any such assessment, subscription or contribution under coercion; provided, however, it shall be unlawful for any officer or employee to solicit any type political campaign contributions from other employees who work for said officer or employee in a subordinate capacity.

(5) No employee in the classified service shall be a member of any national, state or local committee of a political party or an officer of a partisan political club or a candidate for nomination or election to any public office or shall take any part in the management or affairs of any political party or in any political campaign, except on his personal time and to exercise his right as a citizen privately to express his opinion and to cast his vote; provided, however, that nothing in this section shall prohibit any person in the classified service from serving at the time this chapter goes into effect.

(6) Any employee in the classified service may engage in political action or political activities on personal time before and after work, holidays and during approved leave.

(7) Any officer or employee in the classified service who violates any of the foregoing provisions of this section shall forfeit his office or position. Revised by Act No. 83-497, 1983 Regular Session of the Alabama State Legislature.

Author:

Statutory Authority: Code of Ala. 1975, §§36-26-1, et seq.

History: Filed September 29, 1981. **Amended:** Filed May 20, 2015; effective June 24, 2015.

670-X-19-.03 Other Employment.

No employee shall engage in any other employment during his normally scheduled work hours. Scheduled work hours includes those hours for which leave must be taken.

Author: Jackie B. Graham

Statutory Authority: Code of Ala. 1975, §§36-26-1, et seq., 36-1-11.

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