

General Policy

2160

A Youth Authority employee is expected to conduct himself/herself, both at work and on his/her own time, in a manner which does not discredit the Department. Unacceptable conduct during work hours includes, but is not limited to, sexual harassment, physical or verbal intimidation, retaliation, or horseplay. An employee who engages in unacceptable conduct may be subject to disciplinary action, pursuant to Government Code Section 19572.

ARREST OF AN EMPLOYEE

2165

If an employee is arrested, appropriate action is to be determined based on the nature of the allegation and the best interests of the Department. An arrest may be cause for disciplinary action.

If arrested or convicted of a law violation:

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| Employee | 1. Notify your supervisor immediately if arrested or convicted of a law violation. |
| Supervisor | 1. Report any arrest of an employee, through the chain of command to the Superintendent or, if in Central Office to the Deputy Director. |
| Superintendent / Deputy Director | <ol style="list-style-type: none">1. Review all available information related to the allegation against the employee.2. Initiate any investigation which may be necessary to substantiate the allegation.3. Evaluate the validity of the allegation.4. Determine if the employee's presence on the job represents a potential danger to persons or property or would interfere with normal operations and take one or more of the following actions:<ul style="list-style-type: none">• Temporary reassignment• Administrative leave• Disciplinary action |

Deputy Director 1. Approve administrative leaves.

(Reference: SPB Rule 172; Government Code Sections 18931, 18935)

RETALIATION AGAINST AN EMPLOYEE

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To ensure all Youth Authority employees have the opportunity to perform their duties to their fullest potential, it is essential that a supportive working environment be maintained. The Youth Authority workplace environment must be free from fear of retaliation. Retaliation may occur for such reasons as, but not limited to:

- Reporting misconduct.
- Testifying against another employee at a hearing.
- Disagreeing with racial or gender based issues.
- Testifying at a criminal or civil trial.
- Refusing to participate in a job action.

All employees shall refrain from any acts of retaliation. These acts include, but are not limited to:

- Refusal to provide backup or support.
- Creation of a hostile work environment.
- Intimidation or ridicule.
- Inappropriate jokes, remarks or gestures.
- Threats of physical violence.

All Youth Authority employees have a responsibility for promoting a discrimination-free work environment. In addition, supervisors have the responsibility of ensuring that all employees are informed of the seriousness of acts of retaliation and their consequences.

Superintendent/ Deputy Director 1. Ensure that all employees are informed that retaliation against another employee, for any reason, may result in disciplinary action.

- Employee
1. Refrain from any act of retaliation.
 2. Report any observed or known act of retaliation immediately to your supervisor.
- Supervisor
1. Notify the Superintendent or the Deputy Director, if the act occurred in Central Office, of any reported act of retaliation.
- Superintendent/ Deputy Director
1. Review all available information related to the allegation.
 2. Initiate an investigation, if appropriate.
 3. Evaluate the validity of the allegation.
 4. Determine if the employee's presence on the job represents a potential danger to persons or property or would interfere with normal operations and take one of more of the following actions:
 - Temporary reassignment.
 - Administrative leave.
 - Disciplinary action.
- Deputy Director
1. Approve administrative leave.
- (Reference: SPB Rule 172; Government Code Sections 18931, 18935)