


# City of Los Alamitos

## Administrative Regulation

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| Regulation: | <b>4.9</b>                            |  |
| Title:      | <b>Policy Against Insubordination</b> |  |
| Authority:  | <b>City Manager</b>                   |  |
| Date:       | <b>August 1, 2019</b>                 | <b>City Manager</b>  |
| Revised:    |                                       |  |

**1. Purpose:** The City of Los Alamitos ("City") desires to promote a respectful working relationship between supervisors and employees. This document sets forth the policy against insubordination, which generally falls into one of the following four categories:

- Disobeying an employer's order or instruction
- Exceeding authority
- Disputing or ridiculing authority
- Using vulgar or profane language towards the supervisor

Any violation of this policy may lead to disciplinary action, up to and including termination from employment.

**2. Application:** The individuals covered by this Policy are: employees regardless of rank or title, interns, volunteers, and contractors.

**3. Regulation:** An employee is insubordinate if he or she intentionally disregards the City's interest and willfully violates the standard of behavior which the City may rightfully expect of employees in any of the following ways:

1. Refuses, without justification, to comply with the lawful and reasonable orders of the employer or the employer's representative . . . (**Disobeying orders**)
2. Commits an act which exceeds the authority either expressly granted by the employer or impliedly created by failure of the employer to object to a particular course of conduct . . . (**Exceeding authority**)
3. Makes a statement or remark, which damages or undermines the City's interest. (**Disputing or ridiculing authority**)
4. Addresses vulgar, profane, insulting, obscene, derogatory, or offensive language of a vile nature toward the employer or the employer's representative when such remarks are unjustified under the circumstances, and not within the normal exchange and customary good-natured banter between the employer or the employer's representative and the employee. (**Vulgar or profane language**)