



CITY OF SAN ANTONIO  
**SOLID WASTE MANAGEMENT  
DEPARTMENT**

#02-04 Automatic Suspensions	
Effective Date	March 1, 2025
Previous Revisions:	N/A
Process Owner	Director's Office

Department Policies and City Administrative Directives (ADs) are available online at: <https://www.sarecycles.org/departments-policies>



**Policy Approved:**

A handwritten signature in purple ink that reads "Josephine Valencia".

Josephine Valencia, Director, Solid Waste Management

5-1-25

Date

## **I. Policy**

In accordance with AD 4.11 (Coaching and Discipline) the City usually follows a progressive disciplinary policy. However, there are some violations that are so severe, they will bypass the normal process.

## **II. Guidelines**

The following infractions will result in **a minimum of a one-day suspension**. An employee with an existing disciplinary history may be subject to more severe discipline, including termination.

1. Running out of fuel.
2. Adding DEF to the fuel tank, or adding fuel to the DEF tank - and starting the engine. If you catch yourself adding the wrong fluids, the correct procedure is to notify your supervisor immediately and do not turn on the truck.
3. Manipulation or tampering with equipment. This may include but is not limited to obstructing / blocking cameras, removing / modifying equipment, bypassing safety mechanisms, or using equipment in a manner for which it was not intended.
4. Co-mingling commodities in the same truck. This may occur because you failed to verify your truck was empty before starting your route. It may also occur during collection if you serviced various commodities with the same vehicle.
5. Hydraulic spills that result in trails crossing more than once.
6. Failure to report an accident or incident.