

G. INSUBORDINATION PROCEDURES

In order for an employee to be disciplined for insubordination, there must be all of the following:

1. The absolute refusal to follow an order.
2. The order must be an order and not a request.
3. The order must have been given by a supervisor authorized to give it.
4. The employee must understand the disciplinary consequences for refusing to comply with the order.

An employee may not be disciplined for refusing an order because of a reasonable belief that obeying the order would endanger his or her health or safety or the health or safety of others; or if he or she reasonably believes that obeying the order would constitute a violation of any federal or state law or local ordinance.