

OFFICE OF THE MAYOR

EXECUTIVE ORDER NO. 33

AUGUST 4, 1975

**ENFORCEMENT OF WORK RULES AND REPLACEMENT OF
EMPLOYEES TERMINATED BY DISCIPLINARY ACTION**

Whereas, The overwhelming majority of the City's employees are competent, dedicated, hard-working men and women, a small number of troublesome or incompetent employees create discipline problems and endanger the morale, productivity, and reputation of their conscientious and productive associates; and

Whereas, It is difficult to accept the fact that many of the hard-working, efficient employees must be laid off during this time of fiscal crisis while some unproductive workers remain on the payroll; and

Whereas, It is the responsibility of all Administrators, Commissioners and Heads of Agencies and their subordinates to ensure that employees under their jurisdiction report to work on time, put in a full day's work, and leave only at the end of their work day unless otherwise authorized; and

Whereas, It is the responsibility of the Vacancy Control Board to maintain stringent controls over the filling of positions; and

Whereas, The replacement of troublesome or incompetent employees would increase productivity without increasing costs.

Now, Therefore, by virtue of the powers vested in me as Mayor of The City of New York, I hereby direct all Administrators, Commissioners, Agency Heads and subordinates to unequivocally enforce all applicable work rules and to discharge their responsibilities to the fullest extent by taking disciplinary action and exacting appropriate penalties for any infringement of said work rules.

It is hereby ordered that appropriate agency personnel execute such agency-wide orders as are necessary to reaffirm the policies contained in this Executive Order.

It is further ordered that the Vacancy Control Board take such steps as are necessary to allow the replacement of any employee terminated solely as a result of disciplinary action or due to an unsatisfactory probationary period.

This Order shall become effective immediately.

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ABRAHAM D. BEAME, Mayor.