

POLICY 101: BEHAVIOR OF EMPLOYEES

ADOPTED: MAY 11, 1994 (REVISED: JUNE 20, 2017)

Policy:

It is the policy of the County that certain employee behavior standards are necessary for safe and efficient operation and for the benefit of all employees and citizens served by the County. Conduct that interferes with operations, that is considered negative or detrimental to the mission or operation of the County or that, by community standards, is offensive to citizens or fellow employees will not be tolerated, and may be subject to appropriate corrective action.

101:1 GENERAL PROVISIONS

1. Employees are expected at all times to conduct themselves in a professional manner so as to promote the best interests of the County. Such conduct includes, but is not limited to:
 - a) Reporting to work on time, as scheduled, ready to begin work at the proper workstation, at the assigned starting time;
 - b) Giving adequate and proper advance notice whenever unable to work or to report on time;
 - c) Complying with all County safety and security procedures;
 - d) The use of tobacco products only at appropriate and designated times and in designated places;
 - e) Wearing clothing appropriate for the work being performed, as determined by community standards, the County, the Department/Division, or the employee's supervisor;
 - f) Eating meals only during meal periods and only in the designated eating areas;
 - g) Maintaining work place and work area cleanliness and orderliness;
 - h) Treating all citizens, visitors and fellow employees in a courteous manner;
 - i) Refraining from behavior or conduct that reasonably could be deemed offensive or obscene, or which is contrary to the County's best interests as a provider of public services (including conduct outside of work while in clothing or vehicles that identify or imply the individual is or may be a County employee & may be on duty);
 - j) Performing assigned tasks efficiently and in accordance with established quality standards;
 - k) Following any proper and appropriately given instruction or assignment;
 - l) Reporting to management suspicious, unethical, unsafe or illegal conduct, by fellow employees or citizens; and
 - m) Following all federal, state, and local laws and ordinances.

2. The following are illustrative examples of some of the prohibited conduct that is subject to disciplinary action, up to and including termination:
 - a) Reporting to work under the influence of alcoholic beverages and/or illegal drugs and narcotics;
 - b) Use, sale, dispensing, or possession of alcoholic beverages or illegal drugs on County premises, in County uniform, or in County vehicles;
 - c) Driving a County vehicle or personal vehicle for County business without an appropriate driver's license;

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- d) The use of profanity or abusive language;
 - e) Refusal by an employee to follow management's instructions concerning a job-related matter;
 - f) Assault or battery of a fellow employee or citizen;
 - g) An employee's failure to report their misdemeanor or felony arrest to management;
 - h) An employee's failure to report their suspended or revoked license when such license is a requirement of the employee's position;
 - i) Theft, destruction, defacement or misuse of County property, property of another employee, or property belonging to a citizen;
 - j) Gambling on County property;
 - k) Falsifying or altering any County record or report, either printed or electronic;
 - l) Threatening or intimidating employees, vendors, contracted service providers, or citizens;
 - m) The use of tobacco in places prohibited by County policy or local ordinance;
 - n) Horseplay, pranks or practical jokes;
 - o) Unauthorized sleeping on the job;
 - p) Failure to wear appropriate safety equipment or failure to abide by safety rules and practices;
 - q) Improper attire or inappropriate personal appearance;
 - r) Engaging in any form of workplace harassment;
 - s) Solicitation or distribution (except as provided by County policy);
 - t) Improper disclosure of any confidential information;
 - u) Any conduct, which in the County's judgment, is adverse to the best interests of the County;
 - v) Use of lies, dishonesty, and/or misrepresentation in the workplace; and
 - w) Violation of any policy in this Manual.
3. The examples, above, are simply illustrative of the type of behavior not permitted, and are not intended to be an all-inclusive listing. Any questions of the purpose, content, or application of this policy should be directed to Human Resources.
4. Nothing in this policy should be interpreted or considered a contract or promise, express or implied, to employees that would alter the at-will nature of employment or suggest that discharge will only occur with cause.