

	<u>P - § 06.0</u>	<u>Policy Name:</u> Standards of Conduct	<u>Approved Date:</u>
	<u>Prepared By:</u> Human Resources		<u>Adopted Date:</u> August 4, 1993
	<u>Amended Date:</u> February 1, 2002, December 3, 2014_		

A. PURPOSE

As a representative of the County each employee is responsible for conducting themselves in a professional and respectful manner. The purpose of this policy is to set forth minimum standards for employee conduct as a representative of County government. This policy applies to all employees, as well as volunteers appointed by the Board of Supervisors to serve on Boards and Commissions.

B. DEFINITIONS

Employees – the definition of employees in this policy are all persons working on County property or for the County who typically have a specified pay rate and/or a written or implied employment agreement with the organization.

Satisfactory Attendance – means regular attendance, in accordance with the requirements of the position, and as directed by the assigned department.

C. ROLES AND RESPONSIBILITIES

Employees – Employees must familiarize themselves with and follow the County's standards of conduct and department directives in accordance with this policy.

Supervisors – Supervisors must ensure that expectations are communicated with their employees and are within the guidelines of this policy. Supervisors are also responsible for maintaining accountability for adherence to this policy.

Human Resources – HR assists employees and supervisors with interpretation of and compliance with this policy.

D. POLICY

The County has adopted Standards of Conduct that

- a. are designed to protect the well-being and rights of all employees;

- b. to ensure safe, efficient government services;
- c. ensure compliance with federal and state law;
- d. are in alignment with the County's mission and vision.

This policy establishes the minimum standards of conduct expected from all County personnel. Department heads may adopt additional standards of conduct within their departments that are within the framework of County personnel policies. These should be documented and communicated to employees at least annually. This requirement does not prohibit department heads or supervisors from issuing ad hoc oral or written directives.

1. Standards of Conduct

- a. Timely and regular attendance;

Employees shall refrain from abuse of County time including but not limited to unsatisfactory attendance, tardiness, unauthorized time away from work assignments, and abuse of paid sick leave.

- b. Satisfactory work performance;

Employees shall devote proper attention to the organization, the department, and their division. They shall exert their full energy and ability in the performance of their duties. They shall not perform their duties in a careless or apathetic manner, or neglect or fail to perform any portion of their duties required by rule, regulation, order, protocol, code, common practice, or the necessities of the situation involved.

- c. Appropriate attire;

Employees shall wear clothing suitable for their position, as determined by each department head in maintaining the professional appearance of the organization. Clothing must be clean, in good condition, free of holes or tears, and not offensive in nature.

- d. Courteous and professional behavior;

Employees shall respect the authority and responsibility of other personnel when issuing or receiving directives and assignments. Employees shall refrain from using language that violates any laws or County policies or contains personal attacks, profanity, insults, threats, discriminatory statements based on race, nationality, gender, disability or other protected class, obscenity, or sexually suggestive content. Employees shall be truthful at all times.

- e. Stewardship

Employees shall employ appropriate use of County property, assets, records, and resources; Employees shall avoid the use of County facilities or resources for the conduct of personal activities that are not job-related, except as authorized. They shall not loan, sell, give away, or appropriate for their own use any County or public property.

f. Adherence to all County policies.

2. Consequences of Failure to Comply

Failure to adhere to County policies will result in corrective action up to and including termination. Supervisors are required to follow P - § 32.0 Employee Discipline to ensure consistency of practice across departments.

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