



AMINISTRATIVE POLICY MANUAL	SECTION HUMAN RESOURCES	NUMBER AM-801.1	EFFECTIVE DATE
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POLICY:

It is the policy of the County that certain standards of behavior ~~rules and regulations regarding employee behavior~~ are necessary for the efficient operation of the County and for the benefit and safety of all employees and the public we serve. Conduct that interferes with operations, discredits the County, or is offensive to fellow employees, business associates or the public we serve will not be tolerated.

COMMENT:

1. Employees are expected at all times to conduct themselves in a positive manner so as to promote the best interests of the County. Such conduct includes:
 - a. Reporting to work punctually as scheduled and being at the proper workstation, ready for work, at the assigned starting time. Reporting to work late impacts coworkers and the public we serve. See the unit ATTENDANCE AND PUNCTUALITY, AM-701.1.
 - b. Giving proper advance notice whenever unable to work or report on time. See the unit ATTENDANCE AND PUNCTUALITY, AM-701.1.
 - c. Complying with all County safety regulations. See the section RISK MANAGEMENT, AM-1000.1 thru AM-1000.11 and applicable departmental/division safety procedures.
 - d. Wearing clothing appropriate for the work being performed. See the unit PERSONAL APPEARANCE AM-802.1.
 - e. Treating all business associates, fellow employees, and the public in a respectful and courteous manner. See the unit CUSTOMER RELATIONS AM-804.1.
 - f. Refraining from behavior or conduct deemed offensive or undesirable by a reasonable and prudent supervisor, or which is contrary to the County's best interests.
 - g. Performing assigned tasks efficiently and in accord with established qualify standards.
 - h. Reporting to management suspicious, unethical, or illegal conduct by fellow employees, business associates or the public.



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2. The following conduct is prohibited and will subject the individual involved to disciplinary action up to and including termination. See the unit DISCIPLINARY PROCEDURE, AM-807.1.
 - a. Reporting to work under the influence of alcoholic beverages and/or illegal drugs and narcotics or the use, sale, dispensing, or possession of alcoholic beverages and/or illegal drugs and narcotics on County premises.
 - b. Using profanity or abusive language.
 - ~~e. Possessing firearms or other weapons on County property.~~
 - c. Being insubordinate ~~or~~ by willfully ignoring, disobeying, or refusing to follow direction from a manager or supervisor of the County management's instructions concerning a job-related matter.
 - d. Fighting or assault on a fellow employee, business associate, or member of the public.
 - e. Stealing, destroying, defacing, or misusing County property or another employee's property.
 - f. Gambling on County property.
 - g. Falsifying or altering any County record or report, such as an application for employment, a medical report, a work record, a time record, an absentee report, or shipping and receiving records.
 - h. Threatening or intimidating management, supervisors, fellow employees, business associates or members of the public.
 - i. Becoming involved in horseplay, pranks, or practical jokes.
 - j. Unauthorized sleeping on the job.
 - k. Failing to wear assigned safety equipment or failing to abide by safety rules and policies.
 - ~~l. Wearing improper attire or having inappropriate personal appearance. See the~~



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~~unit PERSONAL APPEARANCE OF EMPLOYEES, AM-802.1.~~

- l. Engaging in any form of sexual harassment or discriminatory conduct in violation of County policy.
- m. Violation of the County's policies on solicitation or distribution.
- n. Acting in a manner that is deceitful or dishonest, to include providing false statements, when communicating with coworkers, supervisors, managers, or the public we serve.