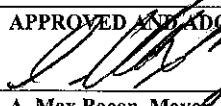
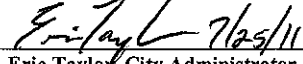
	PERSONNEL POLICIES AND PROCEDURES		SUBJECT: PROHIBITED CONDUCT
	NUMBER: EMP 16-0	REVISIONS:	EFFECTIVE DATE: 7-18-2011
	SUPERCEDES:	APPROVED AND ADOPTED BY MAYOR AND COUNCIL:  7/25/11 A. Max Bacon, Mayor Date  7/25/11 Eric Taylor, City Administrator	

PURPOSE: To provide examples of the types of unacceptable behaviors that may result in appropriate disciplinary action (up to and including termination) in order to ensure the efficient, effective, and safe operation of the City.

STATEMENT OF POLICY

The following guidelines have been established for all City employees. They are fundamental rules and are designed for the convenience and protection of all employees, those with whom they come in contact during their work as City employees, and the public whom they serve. Violations of these guidelines may result in disciplinary action, up to and including termination.

Because it is impossible to list guidelines to cover every conceivable situation which might arise, the absence of an example of prohibited conduct from this list will not be the basis for avoiding disciplinary action when the City believes such action is warranted. The activities prohibited by the City include, but are not limited to, the following:

1. Reporting to work intoxicated or under the influence of alcohol and/or illegal drugs or the abuse of over-the-counter medication.
2. Possession, use, distribution, manufacture, sale, or dispensation of any controlled substance or illegal drug.
3. Unauthorized possession, use, sale, dispensation, or consumption of alcohol on City premises or while engaged in City business.
4. Disorderly conduct, including fighting or assault on a fellow employee, supervisor, citizen, or other, acting in an obscene manner, or using obscene, abusive, or threatening language.
5. Unauthorized possession or use of firearms, fireworks, or any other weapon on City property or while engaged in City business.
6. Defacing, destroying, or damaging City property or the property of other employees, officials, visitors, or citizens.
7. Theft, unauthorized taking of property from the City, fellow employees, or the public.
8. Making false statements, or intentionally giving misleading information to supervisors, officials or the public.
9. Gambling on City property.
10. Excessive absenteeism or tardiness.
11. Failure to notify the appropriate City supervisory personnel that the employee will be absent from work.
12. Altering or falsification of a time record or attendance sheet.
13. Falsification, alteration or destruction of official records or documents.
14. Use of official position for personal benefit, profit, or advantage, or for other improper reasons.
15. Leaving City work station during working hours without permission.
16. Unauthorized sleeping on the job.

17. Use of tobacco products on City property, in City vehicles and equipment and any other area where prohibited.
18. Posting, removing, or tampering with City bulletin boards or notices posted on City bulletin boards without authorization; defacing posted signs, displays, or property.
19. Excessive use of City telephones for personal calls or unauthorized use of City telephones for long-distance calls.
20. Carelessness, neglect, or inefficient performance of job duties, including the failure to maintain proper standards of performance or interfering with the work of other employees.
21. Disobeying safety regulations, including failure to promptly report work-related accidents to supervisory personnel and failure to wear assigned safety equipment.
22. Insubordination, such as failure to follow a reasonable instruction of supervision or management on a job-related matter.
23. Threatening or intimidating management, supervisors, other employees, or citizens.
24. Failure to observe City security regulations.
25. Failure to maintain confidentiality, when such confidentiality is appropriate and necessary.
26. Acts of discourtesy, rudeness, or disrespect to the public or other employees.
27. Unauthorized use or deliberate misuse of City property, vehicles, or equipment, including information systems.
28. Conduct reflecting discredit on the City or any department.
29. Failure to report a work-related accident in which the employee was involved.
30. The City fully supports equal employment opportunity and is against all forms of illegal discrimination, sexual harassment, or other illegal harassment in the workplace. Any employee who acts in a manner contrary to this or any other City policy will be subject to disciplinary action, up to and including termination.

Examples not all-inclusive

The examples listed above are illustrative of the types of conduct which will not be permitted; they are not intended to be an all-inclusive listing. Any questions in connection with this policy should be directed to the respective department head or the Human Resources Director.