

CITY OF MONROE
EMPLOYEE CONDUCT AND WORK RULES POLICY
Revised November 2019

Objective:

The City of Monroe adopts this Employee Conduct and Work Rules Policy to ensure orderly operations and provide the best possible work environment. The City expects employees and others who are engaged to provide services, such as temporary personnel, consultants and independent contractors, to follow these rules of conduct while on City premises, attending City functions or otherwise performing work-related activities.

In addition to maintaining and enforcing this policy to protect the interests and safety of all employees and the organization, the City of Monroe complies with all applicable federal, state and local laws and regulations concerning employer/employee rights and obligations.

Procedures:

The City of Monroe is responsible for providing a safe and secure workplace and strives to ensure that all individuals associated with the City are treated in a respectful and fair manner. Though it is not possible to list all forms of behavior that are unacceptable in the workplace, the following are examples of behavior that would be considered infractions of City of Monroe expectations and acceptable standards of conduct. Such behavior may result in disciplinary action, up to and including termination of employment. This list is not intended to be exhaustive.

1. Unauthorized possession of weapons, explosives, firearms, Tasers, stun guns, and similar conducted electrical weapons.
2. Threatening, intimidating, interfering with, or physically or verbally abusing members of the general public, supervisors, or employees.
3. Reporting to work under the influence of alcohol and/or illegal narcotics or the possession, ingestion or distribution of alcoholic beverages, medical or recreational marijuana, and/or illegal or controlled substances during work hours, while on City time or property, or while engaging in City business.
4. Engaging in harassment, bullying, threatening behavior, indecent behavior, or discriminatory conduct in violation of (or contrary to) any applicable City policy, federal or state law, rule or regulation, including, but not limited to, sexual harassment or creating a sexually hostile or intimidating work environment.

5. Indulging in horseplay, wrestling, practical jokes, throwing objects, or indulging in any other activity, which creates a hazardous condition.
6. Unauthorized, destroying, damaging, abusing, neglecting or misuse of City, fellow employees, or the general public property or equipment, including but not limited to, vehicles, telephone, cellular devices, mail, computers, servers, Internet access, voice mail systems, or any other electronic communication.
7. Theft, the unauthorized removal of City property or documents or the unauthorized possession of property not belonging to the employee.
8. Failure to report damaged, lost, or stolen City equipment or property.
9. Failure to observe all safety rules and practices, including the use of protective equipment and clothing or in the operations of vehicles and equipment.
10. Failure to report as soon as possible, but no more than 24 hours, all accidents or injuries which occur during working hours or while in the performance of city business, including traffic accidents, regardless of ownership of vehicles involved.
11. Failure to abide by the City's residency requirements.
12. Giving false or incomplete information to a supervisor, or misrepresenting one's authority in the performance of assigned tasks.
13. Intentionally falsifying records including but not limited to, payroll records, work reports, employee reports, or giving false information to other government agencies or organizations.
14. Intentionally giving false or misleading information to obtain employment or a leave of absence.
15. Making false or malicious statements concerning other employees.
16. Insubordination, including refusal or the failure without good cause to comply with the directive of a supervisor or others in authority.
17. Engaging in any outside activities or employment, which may impair the employee's independence of judgment or his ability to perform his duties as an employee of the City.
18. Failure to comply with all State and Federal confidentiality laws and regulations or the disclosure of confidential information and records to unauthorized personnel.

19. Access, use or disclosure of protected health information without proper authorization.
20. Use of loud, abusive, profane or obscene language or racial epithets while at work that is directed to any fellow employee, supervisor, office personnel, client, or customer.
21. Unauthorized possession, lending, borrowing, or duplication of City keys, badges, identification cards, credit cards, or any other City property, or failure to report promptly the loss of keys or credit cards.
22. Failure to keep your supervisor informed of any prescribed medication which could affect your job performance.
23. Failure to report to the supervisor any physical or medical condition that would prohibit, disqualify, or interfere with the safe operation of a vehicle.
24. Driving with a suspended driver's license during business hours or operating a City vehicle when such license and/or any associated medical certification has been lost, suspended, revoked or expired.
25. Substandard customer service, poor attitude or conduct.
26. Failure to observe department work schedules.
27. Leaving your assigned work site, building or work area without a supervisor's permission.
28. Substandard work performance or negligence in the performance of job functions, duties, or responsibilities.
29. Failure to timely complete assignments or to follow instructions or departmental policies/procedures.
30. Wasting time, misuse of time, sleeping during work hours, loafing, loitering, or other abuses of time.
31. Abuse of sick time, excessive absenteeism, patterns of unscheduled absences, or habitual tardiness.
32. Failure to provide timely notice to the supervisor of your absence or tardiness prior to the regularly scheduled start time.
33. Failure to return to work upon the expiration of a leave of absence without obtaining an extension from a supervisor.
34. Failure to report to work from a layoff after being notified to do so.

35. Performing unauthorized personal business on City time or using City resources for personal purposes.
36. Dress or grooming which is inappropriate or unsanitary for the employees' specific assignment.
37. Smoking or vaping in violation of posted or other specified rules, especially in non-smoking areas.
38. Unauthorized tape recordings, videos, or photographing of clients or employees.
39. Gambling, in any form, on City property or premises during working hours, unless approved by the City Manager.
40. Failure to comply with the City's Code of Ethics and Conflicts of Interest policies.