



CHAPTER 7

EMPLOYEE RESPONSIBILITY AND CONDUCT

Section 7.1 General Conduct

The County expects a reasonable standard of conduct and work performance from each employee. Behavior that reflects unfavorably on the employee or the County is not condoned. While not inclusive, the following are examples of acts by an employee that could result in discipline, including termination:

1. Dishonesty: Includes intentionally falsifying the company's records, work time reporting, expense accounts, or making false statements when applying for employment.
2. Forgery: Forging County documents and or records. Also taking credit for transactions not actually done by the employee.
3. Explosives, firearms, or other dangerous weapons: Employee possession of any of these items or other dangerous weapons during working hours or on company property at any time.
4. Insubordination: Refusal to follow reasonable instructions of a supervisor or intentional disrespect of a supervisor or fellow employee.
5. Fraud: Defrauding the County through the provision or acceptance of unauthorized products or services to others or for self. Defrauding the County through the performance of unauthorized personal work using company equipment, vehicles, or time.
6. Fighting: Physical violence or disturbance on company premises.
7. Confidentiality: Willful violation of County confidentiality or willful conflict of interest.
8. Abusive Behavior: Willful abuse of customers, agents, or fellow employees; harassment of any type, including excessive or inappropriate use of profanity.
9. Solicitation: Violation of the No Solicitation Rule.
10. Work Time: Reporting to work late, stopping work early or leaving the work area before quitting time without supervisor's/management's approval.
11. Theft: Destruction, abuse, removal, or attempted removal of property or material belonging to the County or any employee.
12. Safety Rules: Violation of established safety policies and procedures.
13. Disruptive Behavior: Disruption of the work of others.
14. Driver's License: Operating a County vehicle at any time without a valid driver's license and Authorized Driver form.
15. County Funds: Misuses of County funds and/or resources.
16. Customer Payments: Misappropriation of customer payments.

Employees are expected at all times to conduct themselves in such a manner as to reflect credit upon the County.



All County employees are expected to represent the County to the public in a professional manner which is courteous, efficient and helpful. Employees must maintain a clean and neat appearance appropriate to their work assignments, as determined by their position and the appointing authority.

Since the proper working relationship between employees and the County depends on each employee's ongoing job performance, professional conduct and behavior, the County has established certain minimum standards of personal conduct. Among the County's expectations are:

1. Basic tact, courtesy and cooperation toward the public and fellow employees;
2. Good judgment and common sense;
3. Adherence to County policies, procedures, safety rules and safe work practices;
4. Compliance with reasonable directions from supervisors;
5. Preserving and protecting the County's equipment, grounds, facilities and resources; and
6. Providing orderly and cost efficient services to its citizens.

Section 7.2 Political Activity

- A. Elected officials shall comply with Public Disclosure Commission rules and regulations. All other employees shall be governed as follows:
 1. County funds, resources and property are not utilized except for the pre-scheduled uses of the County's meeting facilities, any part or public place when governmental business is not being otherwise conducted therein.
 2. The activity does not adversely affect the responsibilities of the employees in their positions.
- B. Employees shall not:
 1. Participate in any political activity, solicit for, or receive, directly or indirectly, any political assessment, subscription or contribution for a partisan political cause while on County property.
 2. Participate in any political activity while on County time.
 3. Participate in any political activity while in a County uniform, or while representing the County in any way. Any County employee who meets with or may be observed by the public or otherwise represents the County to the public, while performing his/her regular duties shall not wear or display any button, badge or sticker relevant to any candidate during working hours, nor on any County uniform at any time.
 4. Use their County position or authority to further the political interests of any candidate.