

STANDARD PROCEDURE

CITY OF WILSON

PERSONNEL MANUAL

SUBJECT	NUMBER	EFFECTIVE DATE	SUPERSEDES
Standards of Conduct	D-4	September 30, 2010	Revises Current D-4
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1.0 Policy Statement

When groups of people work together, reasonable rules are necessary to conduct an orderly business and make working conditions more pleasant for everyone.

As an employee, it is expected that you will adhere to all policies and practices of the City of Wilson. It is further expected that you will conduct yourself in a professional manner at all times, and exhibit the highest level of integrity in performing your job. It is equally important to maintain a positive work environment through good working relationships with citizens, customers, visitors, and co-workers. It is also important to maintain a work environment that emphasizes our commitment to good customer service. Any violation of these standards of conduct, or other employment policies, or any inappropriate conduct whatsoever may result in immediate discipline up to and including an unpaid suspension or termination.

Where appropriate, employees may be subject to discipline through the Progressive Discipline process. This process is intended to help an employee and their manager work together to resolve conduct and performance-related problems. Before or during imposition of any discipline, employees may be given an opportunity to relate their version of the incident or problem at issue and provide any explanation or justification they consider relevant. Depending on the seriousness of the violation, the discipline may begin with verbal correction. The verbal correction may be followed by a written correction, an unpaid suspension, or discharge if corrective action is not taken. If an employee commits repeated/multiple offenses or offenses of a more serious nature, the City of Wilson may skip any or all steps in the process, and may go directly to an unpaid suspension or discharge without prior verbal correction or written correction. The City of Wilson reserves the right to administer discipline in a manner it deems appropriate. The City of Wilson may eliminate any or all of the steps in the performance improvement process. **Nothing contained in this Policy is intended to modify the AT-WILL nature of employment with the City of Wilson or to provide any contractual rights as to how the City of Wilson implements its disciplinary policy.** Anything contained in this policy is subject to change, modification, or case-by-case application.

Management may send any employee home at any time pending investigation of the matter at hand. Employees should consult with their manager for an explanation of the City of Wilson disciplinary process and to discuss any work rules that may affect them.

The list below is not intended to be all-inclusive, but merely illustrates the various types of prohibited conduct. The City may, in its sole discretion, disregard the examples listed below.

2.0 Attendance

- 2.1 Improper authorization, use or abuse of paid or unpaid leave. Using an approved leave-of-absence for purposes other than for which it was intended or working for another employer, without permission, while on an approved leave-of-absence
- 2.2 Excessive absenteeism,
- 2.3 Being absent without authorization, or repeated unauthorized late arrival or early departure from work. Failure to timely return to work from scheduled breaks
- 2.4 Performing overtime work without authorization,
- 2.5 Failure to notify your manager of impending tardiness or absenteeism within one (1) hour of the scheduled start time,
- 2.6 Failing to work assigned hours including overtime,
- 2.7 Failing to fill out timesheets timely and accurately or falsification of information on timesheets,
- 2.8 Failing to report to work on the first day following the expiration of a leave of absence,
- 2.9 Failing to report to work without notifying the City of Wilson; and,
- 2.10 Leaving work without permission.

3.0 Behavior

- 3.1 Failure to carry out a direct order from a superior, except where the employee or another person's safety may be jeopardize,
- 3.2 Engaging in a conflict of interest activity,

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- 3.3 Conviction of a crime, including (1) misdemeanors other than minor traffic infractions and (2) convictions based on a plea of nolo contendere (NO CONTEST),
- 3.4 Violence, use of force, with or without weapons,
- 3.5 Knowingly falsifying, removing, or destroying information related to employment, payroll, software programs, or any other work-related records or reports,
- 3.6 Soliciting outside work for personal gain during business hours or participating in any off-duty employment that adversely affects the employee's performance of work for the City of Wilson,
- 3.7 Discourteous treatment of the public or other employees, including, but not limited to, harassing, coercing, threatening, or intimidating others,
- 3.8 Violation or neglect of safety rules, or failing to report a hazardous condition to a manager,
- 3.9 Unauthorized removal or use of any City property or that of a customer,
- 3.10 Violation of the Equal Employment Opportunity Policy or the policy against discrimination, harassment and retaliation included in the Employee Handbook,
- 3.11 Carrying on any outside activities during working time or during any time, which would interfere with the work of other employees,
- 3.12 Smoking in other than designated areas of the workplace,
- 3.13 Failing to maintain personal appearance standards,
- 3.14 Falsifying City of Wilson records; furnishing false or misleading information or withholding any information on City of Wilson records or pursuant to any investigation by the City of Wilson or any government agency,
- 3.15 Failure to cooperate in an investigation involving any employee's compliance with employment policies and procedures,
- 3.16 Theft, misappropriation, defacing or damaging of the City of Wilson or another's property including cash or merchandise,
- 3.17 Possession of a firearm or other weapon, loaded or unloaded, on City of Wilson property (including a handgun for which you have a valid permit),
- 3.18 Using, possessing or selling alcohol or prohibited drugs on City of Wilson property or during working time,
- 3.19 Tape recording any verbal conversations of co-workers or managers without express permission of all parties to the conversation; and,
- 3.20 Soliciting or accepting gratuities from customers.
- 3.21 Inappropriate contact and/or communications with elected officials.

4.0 Performance

- 4.1 Inefficiency, incompetence, or negligence in the performance of duties, including failure to perform assigned tasks or training, or failure to discharge duties in a prompt, competent and reasonable manner,
- 4.2 Refusal or inability to improve job performance in accordance with written or oral direction after a reasonable trial period,
- 4.3 Reporting to work or being under the influence of alcohol or prohibited drugs while on duty or on City of Wilson property. Using, possessing or selling alcohol or controlled substances on City of Wilson property or during working time,
- 4.4 Suspension of driver's license or lack of insurability where job duties require driving
- 4.5 Careless, negligent, or improper use of City of Wilson property, equipment or funds, including unauthorized removal, or use for private purposes, or use involving damage or unreasonable risk of damage to property,
- 4.6 Unauthorized release or possession of confidential information or records; and,
- 4.7 Violating any employment Policy or Procedure, including but not limited to those contained in this Policy & Procedure Manual, the Employee Handbook.