

<b>CITY OF MENASHA POLICY</b>	<b>TITLE: CODE OF CONDUCT</b>	
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I. PURPOSE

The purpose of this policy is to clarify guidelines for employee conduct at work.

II. POLICY

All City of Menasha employees are expected to meet a standard of conduct appropriate to the reputation of the City. While at work employees are responsible to be aware of and abide by existing rules and regulations. It is also the responsibility of employees to perform their job duties to the best of their abilities and to the standards set forth in their job descriptions, or as otherwise established.

Employees, while on City property, while performing their duties throughout the City or representing the City elsewhere and in the conduct of their work, are expected to demonstrate proper regard for the standards of the community and to show respect for the law and for the rights of others. The behavior of employees while not at work or representing the City is for the individual to regulate. However, when illegal and/or inappropriate activity is engaged in which relate to an employee's job duties and/or which raise doubts as to the employee's ability to carry out his or her duties, the activity will be reviewed and appropriate action may be taken.

A. Expected Conduct

Employees are expected to conduct themselves in a positive manner in order to promote the best interests of the City. Employees who fail to meet expected conduct may be subject to disciplinary action. Examples of expected employee conduct include the following (this list is **NOT** intended to be all-inclusive).

1. Treating all citizens, visitors and co-workers with respect and in a courteous manner;
2. Refraining from conduct that is offensive;
3. Reporting to management suspicious, unethical or illegal conduct by co-workers, citizens or business associates of the City;
4. Cooperating with any City investigation;
5. Complying with all City safety and securing regulations;

6. Wearing clothing appropriate for the work being performed;
7. Performing assigned tasks efficiently and in accord with established standards;
8. Reporting to work punctually as scheduled and being at the proper work station, ready for work, at the assigned starting time;
9. Giving proper advance notice whenever unable to work or report on time;
10. Smoking only at times and in places not prohibited by City rules or local ordinances;
11. Maintaining cleanliness and order in the workplace and work areas.

**B. Attendance**

The City emphasizes good attendance. It is the policy of the City of Menasha to require regular, reliable and punctual attendance. Attendance is an essential requirement of every job. Frequent absence or tardiness places an extra burden on other employees. Only when all employees are dependably on the job can the City carry out its schedules providing services for residents and visitors and meeting the needs of citizens. Each individual's contribution is important to the functioning of the organization.

City departments are expected to use this policy as a minimum standard. Each department head has the authority to set higher expectations than those listed in this policy.

Employees who must be absent or late on any work day shall notify their supervisor using their departmental procedure. If an employee is absent due to accident, illness, or disability, management may request a release for the employee's return to work, signed by a licensed physician.

Absences covered by the state and/or federal Family Medical Leave Acts will be handled in compliance with the requirements of those laws.

**Emergency Closing.** Weather conditions which make traveling hazardous may prevent employees from getting to work or cause them to arrive late. If employees are unable to get to work or if they expect to be late, they will contact their supervisor as soon as possible. Employees are expected to make every reasonable effort to report to work.

If employees are told by management not to come to work, or if employees are told to come late or leave early due to an emergency situation, regular full-time employees shall be paid their regular pay for that day if they were scheduled to work that day. If an employee calls in before an emergency closing is declared and is given permission to take a paid leave day, that employee must use the paid leave time for that day. Regular part-time, seasonal and casual employees shall not be paid for emergency closing.

This policy shall not apply to employees in positions responsible for providing protective services, or support to protective services or for improving driving conditions. Employees in such positions are expected, as a condition of their respective work, to adjust their arrival and departure in accordance with predicted conditions.

**Tardiness.** Employees are expected to arrive at work on time. Emergency conditions may warrant occasional tardiness. In these circumstances, an employee who anticipates being tardy due to the emergency conditions should call in to report the tardiness to their supervisor as soon as possible.

Two or more tardiness incidents occurring within a single pay period will be considered excessive and will generally result in disciplinary action. Habitual, repetitious, or patterns of tardiness may also result in disciplinary action.

**Job Abandonment.** Employees who are absent from work for two (2) consecutive days without giving proper notice to the City will be considered as having abandoned the job. At that time, the City will formally note the termination and advise the employee of the action by mail to the employee's last known address.

**Medical and Dental Appointments.** Employees should avoid scheduling medical and dental appointments during working hours.

**Volunteer work, charitable events, and job fairs.** No employee may schedule or participate in any volunteer work, job fair, or other charitable event unless such participation is approved in advance in writing by the Department Head. In determining whether to approve such activity, the Department Head shall consider whether the event enhances the image of the City or the department and whether that participation creates a precedent, which places the City in a compromising situation.

Non-exempt employees will not be required or permitted to work any period of time before or after scheduled starting or quitting times for the purpose of making up time lost because of tardiness, unauthorized absence, or any other reason if it will result in overtime.

### C. Employee Participation in Political Affairs

The City of Menasha respects the right of its employees and volunteers as individuals to become involved in and participate in the political process. While employees may volunteer their services for political purposes, such services must be rendered on their own time and at their own expense. Should an employee choose to speak on political issues, he/she must make it clear that the comments made are his/her own, and not of the City of Menasha. Solicitation of political support must not be done during City hours of operation or using City equipment (for example: collecting signatures for nomination during hours of operation on City premises).

D. Other Prohibited Conduct

*Any* conduct that interferes with operations, discredits the City, or is offensive to citizens or co-workers will not be tolerated. The following are examples of conduct that is strictly prohibited (this list is NOT intended to be all-inclusive). Employees engaged in it will be subject to discipline, up to and including discharge. At management's discretion, any violation of City policy or any conduct considered inappropriate or unsatisfactory may subject an employee to discipline.

1. Incompetence or inefficiency in the performance of duties.
2. Theft or misappropriation of City or employee property or any form of dishonesty in performance of duties.
3. Insubordination, defined as an employee's failure or refusal to recognize or submit to the authority of a supervisor, or open defiance of authority or resistance to control (i.e. refusing to obey instructions).
4. Fighting with, threatening, or intimidating the general public or other employees.
5. Use or possession of controlled substances or alcoholic beverages on City premises while on duty, or when expected to return to duty.
6. Reporting for work under the influence of controlled substances or alcoholic beverages.
7. Harassment of any employee because of race, color, religion, age, sex, national origin, handicap, ancestry, sexual orientation, marital status, or arrest or conviction record.
8. Leaving the job without permission.
9. Extending time on break period beyond 15 minutes.
10. Engaging in conduct or activities which may serve to lengthen the healing period for a work-related injury or illness.
11. Sleeping on the job.
12. Stealing, destroying, defacing, misusing or unauthorized use of City property or another employee's or citizen's property.
13. It is essential that no official or other City employee solicit or accept from any person, directly or indirectly, anything of value (i.e. money, property, favor, service, payment, advance, forbearance, loan, guarantee of loan or promise of future employment) if it could reasonably be expected to

influence the actions or judgment of any employee, be perceived to give hope or expectation of receiving a favor or better treatment, be reasonably considered a reward for any action or inaction on the part of the employee, or be utilized for personal use or gain.

14. Failure to promptly report defective equipment or safety hazard.
15. Failure to report injury or accident immediately.
16. Horseplay or violation of safety rules or procedures.
17. Possessing weapons or explosives of any type on City property without City authorization. This provision does not prohibit an employee, who is licensed under §175.60, Wis. Stats., as a condition of employment, from carrying a concealed weapon or ammunition or from storing a weapon or ammunition in the licensee's own motor vehicle, regardless of whether that motor vehicle is used in the course of employment or whether the motor vehicle is driving or parked on property used by the City.
18. Substandard quality and/or quantity of work, including deliberate reduction of output.
19. Failure to complete reports promptly and accurately.
20. Discourteous treatment of the general public or co-workers or the use of profanity or threatening language.
21. Any activity which is not compatible with good public service.