

NEW

- bb. Discourtesy to the public;
- cc. Acceptance of any gratuity or gift for the performance or nonperformance of official duties or any use of position as County employee for private gain;
- dd. Failure to wear presentable dress and/or uniform if required;
- ee. Conduct or actions that seriously impair an employee's job effectiveness;
- ff. Conduct which is detrimental to or has an adverse affect on the County;
- gg. Failure to obtain and maintain any job qualifications, licenses or certifications required by the employee's job description;
- hh. Conviction of: felony offenses; Class B or above misdemeanor offenses which impair an employee's job effectiveness; or any crime involving moral turpitude;
- ii. Failure to satisfactorily complete, obtain or maintain any required physical and/or psychological fitness for duty;
- jj. Engaging in conduct off the job location and off duty which negatively affects the employee's effectiveness on the job or negatively affects the County;
- kk. Gross or repeated neglect of duty;
- ll. Poor job performance;
- mm. Perjury;
- nn. Knowingly creating and submitting false and/or slanderous reports concerning, and/or gossip regarding, fellow employees, supervisors, subordinates, Elected Officials and/or Department Heads;
- oo. Dishonesty characterized by a lack of trust, honesty or truthfulness;
- pp. Failure to observe assigned office hours, including time limits set for work and lunch breaks. In this regard, it is not appropriate for an employee to use work breaks to come to work late, extend lunch breaks, or leave work early;
- qq. Personal reading, wasting time, visiting excessively or behaving in a way that distracts other employees or disrupts the workplace;
- rr. Failing to follow a supervisor's instruction in performing job tasks;
- ss. Except for authorized law enforcement personnel, having firearms or other dangerous weapons on County and/or District owned or leased premises or in County owned or leased vehicle used during the course and scope of the Employee's employment.
- uu. Engaging in activities that endanger fellow employees or other persons;
- vv. Failing to maintain a clean, safe work area and/or failing to observe all safety and security rules;
- ww. Failing to observe leave policies, including compliance with the overtime compensation requirement of the Fair Labor Standards Act;
- yy. Excessive or inappropriate use of leave; and
- zz. Unexcused absenteeism.

**EXAMPLES OF PROHIBITED CONDUCT**

**5.86** The following activities are examples of employee conduct prohibited by the County:

- a. Fighting on the job;
- b. Threatening, intimidating, coercing or interfering with fellow employees or other persons during working hours;
- c. Creating a negative work atmosphere during working hours;
- d. Sleeping while on duty;
- e. Gambling while on duty;
- f. Insubordination;
- g. Theft, damage, misuse, sale, destruction or unauthorized possession of property belonging to the County, fellow employees or others;
- h. Falsifying County records, reports or any other written document;
- i. Immoral conduct which violates common decency on the job or associated with job related activities;
- j. Sexual harassment or discrimination of County employees or other persons;
- k. Violations of the County's equal employment opportunity policy;
- l. Violation of existing federal, state or County laws, rules or regulations;
- m. Possession or use of alcohol or a controlled substance on the job or in areas that are associated with job related activities as well as reporting for work or attempting to report for work after consuming alcohol or a controlled substance;
- n. Engaging in work other than on County property or on County projects during working hours;
- o. Carelessness affecting personal safety or property of any employee, the County or others;
- p. Failing to report every accident, injury or any damage occurring to or involving County property or personnel to the employee's Elected Official/Department Head or supervisor and the Human Resources Department;
- q. Use of County vehicles, equipment, tools, material or facilities for personal or private purposes;
- r. Use of telephones for personal long distance calls and excessive use of telephones for personal calls unless authorized by the employee's supervisor;
- s. Improper maintenance of County equipment;
- t. Deliberate waste of County materials or parts;
- u. Deliberate or reckless conduct which causes damage to equipment or property belonging to County, another employee or another person;
- v. Wasting time or loitering;
- w. Absence from duty or job site during working hours without permission from the employee's immediate supervisor;
- x. Failing to report an absence from work to the employee's Elected Official/Department Head or supervisor prior to the commencement of the work day;
- y. Abuse of sick leave;
- z. Excessive absenteeism or tardiness;
- aa. Knowingly harboring or refusing treatment of a contagious disease or other physical conduction which endangers other employees or other persons;