

# Utah County Human Resource Management Policy 4-4000: Employee Standards of Conduct

## Purpose

It is the purpose of this policy to establish Standards of Conduct for all employees of the County of Utah. All employees are expected to comply with these standards and with specific policies established by their department head.

## I. Policy

- A. Employees are expected to apply themselves to their assigned duties during the full schedule for which they are being compensated.
- B. Employees should meet standards established by their individual department head and report conditions or circumstances that would prevent them from performing their job effectively or completing their assigned tasks. Also, employees should bring to their supervisor's attention unclear instructions or procedures.
- C. Employees are expected to make prudent and frugal use of County funds, equipment, building, and supplies.
- D. Employees shall comply with general County Administrative policies, rules and regulations.
- E. Employees are expected to be respectful, courteous, and civil with the public, and co-workers.
- F. Compliance with the Employee Standards of Conduct policy is the responsibility of all employees regardless of status, including interns, and volunteers.

## II. Procedures

- A. Employees may be disciplined for conduct which violates Utah County and/or their department rules, policies, procedures, or the professional code of ethics/conduct required by that employee's profession; or when such conduct adversely affects the efficiency, harmony, or good order of Utah County; or when the employee's conduct could reasonably cause the public to lose confidence in Utah County. Employees may also be disciplined for conduct that violates federal or state statutes, rules, or procedures.
- B. Other issues for which employees may be disciplined, include but are not limited to inefficiency, incompetence, failure to maintain skills or adequate performance levels, or failure to advance the good of the public interest shall be cause for disciplinary action.

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- C. Although the following list is not all inclusive, employees found to have committed any of the following offenses are subject to severe discipline which includes the skipping of progressive disciplinary steps, up to and including termination. Examples of serious conduct problems or rule violations include, but are not limited to:
1. Unauthorized altering of time records, punching someone else's timecard or falsification of any County record (this would include falsification of sick time requests. i.e. calling in sick for purposes that do not qualify as sick time);
  2. Absence from work in an unauthorized leave status for one (1) or more working day and up to three (3) consecutive working days. Pursuant to Section VIII.B. of these rules, an employee absent from work for three (3) or more consecutive working days in an unauthorized leave status will be deemed to have resigned;
  3. Release of confidential information without authorization;
  4. A verified positive drug or alcohol test or any other violation of the Utah County Drug and Alcohol-Free Workplace Policy;
  5. Perpetrating or threatening violence in the workplace, such as assaulting an employee, or other person, illegal possession of a weapon, threats of physical violence, or the destruction of property. Using abusive, profane or threatening language toward any employee or other person;
  6. Openly making or publishing false, malicious statements concerning Utah County, or any of its officers or employees;
  7. Fighting or disruptive conduct while on duty or on County property;
  8. Misrepresenting facts to his/her supervisor;
  9. Insubordination - refusal to carry out work instructions. (Employees may refuse to carry out a supervisor's order only when there is an immediate and bona fide threat to an employee's health or safety, or when following the order would be in violation of the law);
  10. Theft;
  11. Willful destruction of property;
  12. Gross misconduct;
  13. Any violation of law (excluding minor traffic offenses); or conviction of crime relevant to the employee's position;

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14. Falsification, fraud, or omission of pertinent information when applying for a position; or falsification, fraud, or omission of pertinent information in the performance of assigned duties and/or provided to his/her supervisor;
  15. Any willful act which threatens the health, safety, or well-being of another person, self, or property;
  16. Any act, whether occurring on or off duty, which is of sufficient magnitude to impact the ability of the County to conduct its business, cause disruption of work, or cause gross discredit to the organization;
  17. Misuse of County property or funds;
  18. Possession of fireworks, explosives, or any other dangerous materials on County property without authorization by the employee's department head;
  19. Acts of discrimination or harassment based on any category protected by law;
  20. Acts of immoral or indecent conduct adverse to the County's rightful interest;
  21. Failure by supervisor or other to report or take appropriate action after having knowledge of a serious behavior problem; and
  22. Outside employment of County employees in violation of Utah County Human Resource Management Policy 4-600: Incompatible Outside Employment.
- D. Additional Standards of Conduct for Supervisors and Managers. In addition to the standards of conduct for all employees, supervisors and managers shall be prohibited from the following behaviors:
1. Disclosing private information about an employee he or she supervises, including private medical, financial, or other information related to the employee's personal life except as required by law or County policy.
  2. Engaging in, while failing to report to management, a dating, romantic, or sexual relationship with an employee he or she supervises or manages whether directly or indirectly.
  3. Evaluating or attempting to influence any action involving a relative, romantic partner, or sexual partner for purposes of pay, benefits, promotions, discipline, performance appraisals, work assignments, working conditions, training opportunities or any other condition of employment.

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- E. Elected Officials. In the event that any elected official is found to have conduct or performance violations which would result in suspension, demotion, or termination for a merit employee, the elected official shall be publicly censured by the County Commission and referred to the County Attorney for investigation.

### **III. References**