
SUBJECT: Employee Standards of Conduct

EFFECTIVE DATE: October 15, 2003

EMPLOYEE STANDARDS OF CONDUCT

PURPOSE: The City of Takoma Park Code (Chapter 5) requires that officials, employees and representatives of the City maintain the highest standards of political (ethical) and professional responsibility and maintain the highest respect for the interests of the citizens and for the City, itself. Trust is of critical importance to our local government and it can be quickly eroded if our employees display inappropriate conduct.


Every City employee has the responsibility of always presenting a professional image and maintaining the integrity of the organization at all times. The following guidelines are fundamental in character and are designed for the convenience and protection of everyone. Noncompliance with these guidelines will result in disciplinary action, up to and including dismissal.

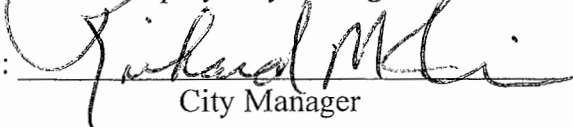
This regulation supplements the existing City Code and current collective bargaining agreements.

SCOPE: The provisions of this regulation apply to all persons employed by the City of Takoma Park including volunteers, interns, seasonal and temporary hires.

RESPONSIBILITIES.

- A. Department Directors and Supervisors are responsible for:
 - 1. ensuring that their employees are aware of the contents of this regulation by issuing a copy to each employee, briefing them on the contents and having them sign an "Employee Acknowledgment Form" as prescribed in this regulation;
 - 2. forwarding a copy of the signed "Employee Acknowledgment Form" to Human Resources for filing in the Personnel File;
 - 3. ensuring that employees who violate any of the standards are appropriately counseled and/or disciplined.
- B. Human Resources Manager: is responsible for ensuring that new employees are made aware of the contents of this regulation during in-processing and new employee orientation by issuing a copy to each employee, briefing them on the contents and having them sign an "Employee Acknowledgment Form" as prescribed in this regulation;
- C. City of Takoma Park Employees are responsible for familiarizing themselves and complying with the provisions of this regulation.

PROPOSED:  DATE: 10/15/03
Deputy City Manager

APPROVED:  DATE: 10/15/03
City Manager

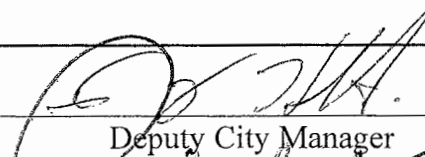
SUBJECT: Employee Standards of Conduct

EFFECTIVE DATE: October 15, 2003

GUIDELINES: Since it is impossible to list guidelines to cover every situation, the absence of an illustration from this list will not be the basis for avoiding disciplinary action when the City believes such action is warranted. The activities prohibited by the City include, but are not limited to, the following:

1. The City fully supports equal employment opportunity and is against all forms of illegal discrimination and harassment in the workplace. Any employee who acts in a manner contrary to this or any other City policy will be subject to disciplinary action, up to and including termination.
2. Reporting to work intoxicated or under the influence of drugs. Employees undergoing medical treatment involving prescribed medications which could adversely affect performance, such as drugs which should not be used when operating machinery, motor vehicles, etc., must report this treatment to their supervisor or department heads. Even though the use of such drugs as prescribed by a physician is legal, it may be necessary to modify an employee's duties which might be adversely affected by the use of such drugs. All employees must report any drug or alcohol conviction to their supervisors within five days of that conviction.
3. Possession, use, distribution, manufacture, sale, or dispensation of any controlled substance or illegal drugs.
4. Possession, use or consumption of alcohol on City premises or while engaged in City business.
5. Stealing from residents, the City, or fellow employees.
6. Gambling or bookmaking on City property.
7. Engaging in gossip or the spreading of rumors.
8. Excessive absenteeism or tardiness.
9. Failure of an employee to notify his or her supervisor that the employee will be absent from work.
10. Altering a time card or attendance sheet or any other records.

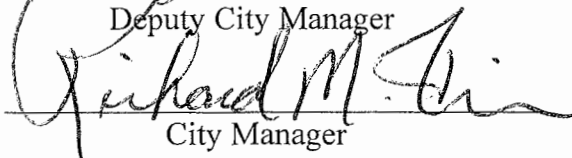
PROPOSED:


Deputy City Manager

DATE:

10/15/03

APPROVED:


City Manager

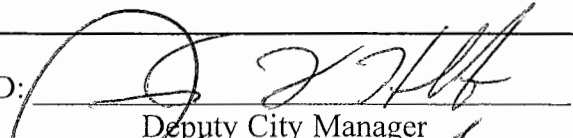
DATE:

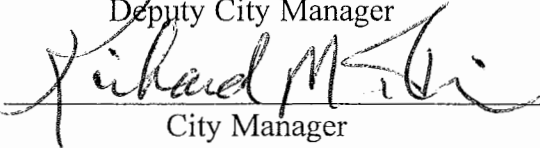
10/15/03

SUBJECT: Employee Standards of Conduct

EFFECTIVE DATE: October 15, 2003

11. Falsification of or omissions from employment applications or resumes or any City pre- or post employment forms, or any other form of dishonesty.
12. Leaving City property or your designated work place during working hours without permission.
13. Disorderly conduct, including fighting; acting in an obscene manner or using obscene, abusive, or threatening language; or horseplay.
14. Smoking in an area where smoking is prohibited.
15. Defacing or damaging City property.
16. Unauthorized possession or use of firearms, fireworks, or any other weapon on City property or while engaged in City business.
17. Soliciting, distributing literature, or conducting unauthorized meetings of any kind on City property during working hours.
18. Posting, removing, or tampering with the bulletin boards or notices posted on bulletin boards without authorization; or defacing any posted signs, displays, or property.
19. Excessive use of City telephones or e-mail for personal matters.
20. Carelessness or inefficient performance of job duties, including the failure to maintain proper standards of performance or interfering with the work of other employees.
21. Disobeying safety regulations, including failure to promptly report work-related accidents to supervisory personnel.
22. Insubordination, such as failure to follow a proper instruction of supervision or management.
23. Failure of an employee to accept that individual's share of overtime work to meet City and department needs.
24. Failure to observe "good housekeeping" practices by not cooperating in keeping the facilities clean.

PROPOSED:  DATE: 10/15/03
Deputy City Manager

APPROVED:  DATE: 10/15/03
City Manager