

Title: Behavior of Employees  
Policy Number: 701  
Effective Date: July 1, 2009  
Revision Date:  
Authorized by: Board of Supervisors

Policy

As employees of Pottawattamie County, we are accountable to the public. It is the policy of Pottawattamie County that certain rules and regulations regarding employee behavior are necessary for efficient business operations, accountability to the public and for the benefit and safety of all employees. Conduct that interferes with operations, discredits the County, or is offensive to customers or coworkers will not be tolerated.

Comments:

- (1) Employees are expected at all times to conduct themselves in a positive manner in order to promote the best interests of Pottawattamie County and its taxpaying citizens. Appropriate employee conduct includes:
  - (a) Punctual and regular attendance at work. Reporting to work punctually as scheduled and being at the proper work station, ready for work, at the assigned starting time;
  - (b) Treating all customers, visitors, and coworkers in a courteous manner;
  - (c) Refraining from behavior or conduct that is offensive or undesirable, or which is contrary to the County's best interests;
  - (d) Reporting to Department Head or supervisor suspicious, unethical or illegal conduct by coworkers, customers, or vendors;
  - (e) Reporting to Department Head or supervisor any threatening or potentially violent behavior or bullying by coworkers;
  - (f) Cooperating with County investigations;
  - (g) Complying with all County safety and security regulations;
  - (h) Wearing clothing appropriate for the work being performed;
  - (i) Performing assigned tasks efficiently and in accord with established quality standards;
  - (j) Giving proper advance notice whenever unable to work or report on time;
  - (k) Smoking only at times and in places not prohibited by state law, county rules or local ordinances;
  - (l) Maintaining cleanliness and order in the workplace and work areas.

- (2) The following list of impermissible behavior in the workplace is not intended to be an all-inclusive list. At the Department Head's discretion, any violation of the County's policies or any conduct considered inappropriate or unsatisfactory may subject the employee to disciplinary action.
- (a) Engaging in or threatening acts of workplace violence, including but not limited to:
    - (i) Possessing firearms or other weapons on County property (other than certified law enforcement)
    - (ii) Fighting, assaulting or bullying a coworker, supervisor, guest, or customer;
    - (iii) Threatening or intimidating a coworker, supervisor, customer, or guest;
  - (b) Engaging in any form of sexual or other unwelcome harassment;
  - (c) Reporting to work under the influence of alcohol or illegal drugs, using, selling, dispensing, or possessing alcohol or illegal drugs or narcotics on County premises;
  - (d) Reporting to work or performing job duties in an unfit condition because of the consumption or misuse/abuse of prescription or over-the-counter medications or selling or dispensing prescription medications on County premises;
  - (e) Disclosing confidential County information;
  - (f) Failure to cooperate in a workplace investigation;
  - (g) Misrepresenting, falsifying, or altering any County record or report, such as an employment application, medical reports, expense accounts, and similar public records;
  - (h) Misrepresenting or falsifying timesheets, daily logs or any other time and attendance records for yourself or others;
  - (i) Stealing, destroying, defacing, or misusing County property, unauthorized personal use of county funds or property or another employee's or customer's property; making unauthorized purchases on county credit card(s);
  - (j) Employment connected theft, burglary, or battery;
  - (k) Misusing County communications systems, including the county website, electronic mail, computers, Internet access, and telephones ;
  - (l) Accessing pornographic websites;
  - (m) Refusing to follow Department Head or Supervisor instructions concerning a job-related matter or being insubordinate; insubordination; failure to follow directions;

- (n) Failing to wear a seat belt or other assigned safety equipment or failing to abide by safety rules and policies (willful violation) and failing to adhere to job related work restrictions or accommodations;
- (o) Soliciting or distributing information in violation of County policies;
- (p) Accessing personal websites during working hours such as “My Space”, “Facebook”, “Twitter”, personal blogging, and other similar websites.
- (q) Smoking where prohibited by state law, local ordinance or County rules;
- (r) Using profanity or abusive language;
- (s) Sleeping on the job without authorization;
- (t) Gambling on County property;
- (u) Playing pranks or engaging in horseplay at the workplace;
- (v) Wearing unprofessional or improper attire or having an inappropriate personal appearance; (sloppy, unkept appearance);
- (w) Conducting personal business during working hours;
- (x) Using county property for personal gain or using county position for personal gain;
- (y) Unlawfully destroying county or work property including records;
- (z) Willful and/or reckless neglect of duty;
- (aa) Dishonesty.
- (bb) Any absence of three (3) or more consecutive work days without an excuse or notification; Excessive absenteeism and late arrival (tardy).
- (cc) Violation of County electronic communications policies and procedures.