



## ADMINISTRATIVE DIRECTIVE

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	EFFECTIVE DATE	
<b>November 2, 2020</b>		

### I. **PURPOSE**

This policy establishes rules of conduct for all City employees. These general rules may be further defined in writing and distributed by individual departments as deemed necessary.

### II. **POLICY**

All employees must observe the following basic principles and rules of conduct throughout their employment with the City. Failure to observe basic principles and rules of conduct, as specified in this policy and in City Code, may result in disciplinary action up to and including discharge.

1. Be at work on scheduled working days at the designated starting time and remain at assigned workplace during designated work hours unless permission to leave has been granted by the supervisor.
2. Observe department breaks and lunch periods without abuse.
3. Use and maintain in a reasonable manner, tools, machines, vehicles, and other City property and equipment to assure their usefulness and longevity. Report malfunctions or hazardous conditions of tools, machines, vehicles, and other City property and equipment to assure proper maintenance and safety.
4. Complete the required "time worked" records in accordance with instructions issued by the City.
5. Personally, notify the supervisor as quickly as possible if absence is necessary, and otherwise comply with all provisions of AD 2.01-7 Employee Leaves.
6. Obtain Department Director's permission before soliciting funds, selling tickets, passing petitions, or distributing literature on City property or during business hours.
7. Follow established safety practices and immediately report accidents to the supervisor or his/her designee.
8. Cooperate in keeping the workplace, equipment, and vehicles in clean and sanitary conditions.
9. Carry out specific orders or instructions from assigned supervisory personnel.



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10. Perform a full day's work in an efficient manner in accordance with the methods and standards required by the City.
  
11. Conduct themselves in a manner, on and off duty, that:
  - a. Does not compromise their ability, or that of other employees, to perform assigned work and/or duties in an efficient, non-discriminatory, and professional manner;
  - b. Does not discredit the City or department in a manner that affects its ability to perform its mission;
  - c. Does not cause the City or department to question the employee's reliability, judgment or trustworthiness in carrying out assigned responsibilities.
  
12. Truthfully give all pertinent facts and information to supervisors on any matters involving or concerning City employment.
  
13. Truthfully give all pertinent facts on records prepared.
  
14. Cooperate fully and truthfully give complete, honest and accurate facts and information pertaining to any investigation or matter of concern to the City or department.
  
15. Truthfully give all pertinent facts and information to providers contracted by and working in partnership with the City to provide benefits to City employees on any matters involving or concerning City employment.
  
16. Employees shall not engage in dishonesty, falsifying or omitting information, either verbally or in written format (including electronically) on any records including but not limited to payroll records, human resources records, information prepared or provided in response to any investigation.
  
17. Promote harmony and cooperation among fellow workers.
  
18. Keep their supervisors informed of all matters relating to and affecting their employment.
  
19. Not report for duty or work under the influence of alcohol. On or off duty possession, use, or sale of controlled substances without a prescription is prohibited (see "Drug and Alcohol Use; Impaired Employees; Physical Evaluations; Applicant Testing AD 2.02-22).



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20. Under Declaration of Emergency and an Executive Order issued under a pandemic, employees shall not report for duty or work while experiencing any of the following symptoms:
  - a. Temperature at or above 100.4 and/or
  - b. New Onset - sore throat, cough, chills, body aches, diarrhea, nausea/vomiting, or runny nose unrelated to seasonal allergies. If any of these symptoms develop during the work shift, the employee is to report the change in condition to his or her supervisor and take appropriate leave. The employee is not to report back to work until he or she is symptom free for 72 hours.
21. Advise supervisory personnel of use of prescription drugs if such use may affect performance of assigned duties.
22. Report to the supervisor any damage, thievery, or unauthorized removal or use of property belonging to the City or to another employee.
23. Adhere to those provisions of the City Charter, City Ordinances, City Administrative Directives, Department rules and regulations, and Civil Service Commission Rules that relate to their employment with the City.
24. Supervisory personnel are responsible for the proper conduct of their assigned employees and the functional work activities under their control. As necessary, supervisors should strive to review, document, and take appropriate action in matters within thirty (30) working days, or as soon as practicable.
25. Abide by all local, state, or federal laws. Employees arrested or charged with a crime shall report the incident to their supervisor by the next working day. Employees have a continuing obligation to report new developments on any matters previously reported. The City Manager shall be notified by the department of any matter involving alleged criminal charges.
26. Employees are not to be in possession of firearms or other weapons while at work, or on City business unless specifically authorized to do so by the Department Director and the Chief of Police. An employee may leave a firearm in the employee's locked and privately owned motor vehicle or in a locked compartment on the employee's privately owned motorcycle while parked in a City owned or leased parking lot.
27. Employees are prohibited from using City vehicles, equipment, materials, property, or City processes for general convenience or profit, unless it is made available or provided to the general public. As an example, employees are prohibited from sending Christmas or other personal cards through the City mail system.



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**III. CITY OWNERSHIP OF EMPLOYEE WORK PRODUCTS**

- A. The City maintains ownership rights for all employee suggestions and work products conceived or produced by an employee, alone or with others, on City time, even if the work does not pertain to the employee’s assigned duties. Examples of work products include ideas, inventions, solutions, drawings, writings, audio and videotapes, computer programs tools, equipment, and any other product, devices, or developments designed or modified, in whole or in part, on City time. Further, the City maintains ownership rights for all suggestions and work products that are the result of any materials, property, information, equipment, or other resources or opportunities supplied by the City that enable the employee to develop or perfect the suggestion or work product.
  
- B. Work products created on City time by Seasonal Fee Class Instructors, for demonstration purposes in Leisure Education Fee Classes, may be retained by instructors if the materials necessary to produce the demonstration products are provided by the instructors at their own expense. If materials for demonstration products created by Seasonal Fee Class Instructors are provided by the City, the City will maintain ownership rights to the work products

**Appendices** None.


**Related ADs and other documents** (this list comprehensively relates to the entire AD leave series)

**EMPLOYEE LEAVES, RELATED DIRECTIVES**

- 2.01-7 Employee Leaves
- 2.01-7A Vacation Leave
- 2.01-7B Sick Leave
- 2.01-7C Family and Medical Leave (FML)
- 2.01-7D Medical Leaves and Parental Leave
- 2.01-7E Donated Leave
- 2.01-7F Leaves Without Pay
- 2.01-7G Military Leave
- 2.01-7H Bereavement Leave
- 2.01-7M Other Leaves

**Review Responsibility and Frequency** The Human Resources Director will review this directive as needed. Last review date December 16, 2013.

**Authorized**



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City Manager  
Michael J. Ortega

3/9/2021

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Date