ADMINISTRATIVE DIRECTIVE

RULES OF CONDUCT	NUMBER	PAGE
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	EFFECTIVE DATE	
	February 12, 2010	

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

A. 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 work place 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, cars, 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 "Employee Leaves" AD 2.01-7.

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 work place, equipment, and vehicles in clean and sanitary conditions.

9. Carry out specific orders or instructions from assigned supervisory personnel.

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. Promote harmony and cooperation among fellow workers.

15. Keep their supervisors informed of all matters relating to and affecting their employment.

16. 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).

17. Advise supervisory personnel of use of prescription drugs if such use may affect performance of assigned duties.

18. Report to the supervisor any damage, thievery, or unauthorized removal of property belonging to the City or to another employee.

19. 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.

20. 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.

21. 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.

22. Not possess 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.

23. 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.

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
References	2.01-7, Employee Leaves (entire series) 2.02-22, Drug and Alcohol Use; Impaired Employees; Physical Evaluations; Applicant Testing
Review Responsibility and Frequency	The Human Resources Director will review this directive annually, based on date of publication.

Authorized

City Manager

2/18/10
Date