


| | | | |
|---|---|-------------|---------------------------|
|  | City of Cedar Park Human Resources Policy Manual | | |
| | Work Standards and Employee Responsibilities | | |
| | Number: G-1 | Revision: 1 | Effective Date: 5/10/2018 |

1.0 Policy

Consistent with public trust, an employee shall maintain a high level of personal conduct on the job and adhere to high standards of public service that emphasizes professionalism, productivity, respect and avoidance of illegal or unethical conduct.

An employee shall efficiently carry out work assignments and do his/her part in maintaining good relations with the public, government employees and officials, his/her supervisors, and fellow employees. An employee also shall conduct him/herself in a manner that brings credit to him/herself, the City and the public that is served.

Violation of this policy occurs if any on-the-job conduct is outside the scope of professional behavior, common courtesy and excellent customer service or if any conduct breaks City policy or state or federal law or violates the off-duty conduct standards. Any violation of these work rules may result in disciplinary action, up to and including termination of employment.

2.0 Procedure/Rule

2.1 Conflicts of Interest. An officer or employee of the City shall not have direct or indirect financial interest in the profits of any contract, service, or other work performed by the City or personally profit or benefit directly or indirectly from any contract, purchase, sale or service between the City and any person or company. (Also Refer to *City of Cedar Park Code of Ordinances 9.04* and *City Charter, Article XI, Sections 11.05 and 11.09.*)

2.2 Attendance and Punctuality. Nothing in this policy is intended to conflict with the provisions of the Family and Medical Leave Act (FMLA) or American with Disabilities Act (ADA). If there is a conflict in the case of a qualified absence, the provisions of the FMLA and/or ADA prevail. (Also refer to *Family and Medical Leave Policy.*)

An employee shall be punctual in maintaining work hours, keeping appointments and meeting schedules for completion of work.

2.2.1 Reporting Responsibility. An employee who expects to be late for reporting to work or absent for his/her shift shall report the

expected absence **within 15 minutes** of the start of his/her normal starting time to his/her supervisor or to an appropriate representative in the department, if the supervisor is not available. A department may have additional guidelines for reporting tardiness or absences. (Also refer to *Vacation Leave* and *Sick Leave Policies*.)

2.2.2 Unauthorized Absence. An unauthorized absence is one in which the employee is absent from regular duty without permission of the supervisor or Department Head or designee. An employee shall not be paid for an unauthorized absence (except as otherwise provided by the Fair Labor Standards Act for exempt employees) and is subject to disciplinary action, up to and including termination of employment.

2.2.3 Personal Time Off. An employee shall refrain from attending to or conducting personal business during regular working hours, except when time off is approved and properly documented by a supervisor or Department Head.

2.3 Outside Activities. An employee shall not engage in outside employment or activities, including self-employment, where such activities may constitute or could create the appearance of a conflict of interest, adversely affect the employee's performance as a City employee or impair independent judgment in the performance of City duties. Outside employment shall be allowed only with the approval of the employee's supervisor and Department Head. (Also Refer to Conflicts of Interest, above.) A department may implement additional guidelines for outside employment.

2.3.1 Authorization Request. A copy of the authorized request for and approval of outside employment shall be forwarded to Human Resources, except when outside employment is facilitated by the employee's department.

2.3.2 Outside Employment While on Leave. Outside employment while on leave is prohibited except in cases where there is no work at the City that the employee can perform based on medical restrictions, and the outside employment is not inconsistent with the approved terms for the leave and/or medical restrictions.

2.4 Solicitation. An employee shall not solicit or use any City facility or equipment for the purpose of solicitation while on duty or solicit another on-duty employee, except when such activity is related to City business and is authorized in writing by the Department Head or designee.

2.5 Telephone Usage. City telephones are for conducting necessary City business. Inappropriate or excessive personal calls during the workday, regardless of the phone used, are not permitted, as they can interfere with employee productivity and be distracting to others. While at work, employees are to exercise the same discretion in using personal mobile phones as they do for City phones.

2.5.1 Personal Telephone. Each department may designate who is required to be reached during off-duty hours and may implement additional guidelines to ensure adequate coverage for operations.

2.5.2 City-Provided Mobile Phone. When necessary for the efficient operations of the City, a department may provide a mobile phone for designated employees. As with the City telephone, inappropriate or excessive personal calls on the mobile phone are not permitted. An employee in possession of a City mobile phone is expected to protect the equipment from loss, damage or theft. An employee shall observe regular safety guidelines concerning use of mobile phones while driving. Upon resignation or termination of employment or at any time upon request, the employee may be asked to produce the phone for return or inspection.

2.6 Fitness Requirements. It shall be the responsibility of each employee to maintain the standards of fitness required for performing the essential functions of his/her job.

2.6.1 Fitness for Duty Examination. The City may require an employee to submit to an examination or an assessment by a City-approved physician, psychiatrist, other health-care provider, including Employee Assistance Program personnel, when it appears that the employee's physical or mental condition prohibits him/her from adequately performing the essential functions of his/her job, or the employee's condition constitutes a direct threat of substantial harm to the health or safety of the employee or others. The employee shall be required, as a condition of continued employment, to authorize the examining health-care provider to disclose the provider's recommendations to the appropriate City official(s). The employee shall be granted time with pay for the time for the examination.

The examining health-care provider shall make a recommendation as to whether the employee can perform the essential functions of his/her job and identify any job restrictions and/or recommendations for returning to full-duty.

2.7 Use of Tobacco Products. Use of tobacco products (smoking and chewing) and use of electronic cigarettes (vaping) is strictly prohibited inside of City buildings, City vehicles, and City equipment. Use of tobacco products is acceptable outdoors, away from public view and public corridors, in designated areas only.

2.8 Personal Appearance. An employee is expected to present a professional appearance and dress appropriately for the job he/she performs. Personal appearance impacts an employee's performance of duties, for it may influence the amount of respect and cooperation the employee receives from co-workers and the public. When reporting to work, an employee should be clean and neatly groomed. Nothing of the employee's hygiene should create an obstacle to his/her ability to work professionally with co-workers and the public. The appearance standards required of each employee may vary according to the nature and duties of his/her position.

2.8.1 Prohibited Attire. An employee shall not wear cut-offs or any offensive, suggestive or revealing clothing, including clothing that displays tobacco, alcohol or profanity. Undergarments must be covered at all times, and employees may not wear clothes that show the midriff or upper thigh.

If a supervisor considers an employee to be in violation of the appearance standards, the supervisor may instruct the employee to leave the work site to correct the discrepancy and then report back to the work site. An employee shall use vacation or compensatory time for the time away from work for this violation. An employee who has questions about the appropriateness of a particular outfit should seek advice from his/her supervisor *before* wearing it to work. A department may have additional guidelines for professional appearance.

2.9 Off-Duty Conduct. The City reserves the right to enforce proper disciplinary action for an employee's off-duty conduct when such conduct discredits, reflects negatively on or impairs the operations of the City.

2.10 Other Examples of Unacceptable Behavior. No policy or manual can realistically list all possible behaviors that would be viewed as unacceptable, and an employee is required to use common sense in his/her conduct, behave at all times in an honorable, safety-conscious and business-like manner, and to treat fellow coworkers, supervisors, and customers with respect. The following examples are for illustration only and are not intended to be all-inclusive:

- Violation of City or departmental regulations or standards regarding personal conduct or performance of duties or violation of any policy contained in the Human Resources Manual;
- Negligence, inefficiency or incompetence in the performance of duties;
- Unprofessional or disrespectful treatment of the public or other employees;
- Absence without approved leave;
- Improper use of sick leave privileges;
- Refusal to accept or failure to carry out or complete a proper assignment from an authorized supervisor;
- Failure to report for duty at the assigned time and place;
- Failure to obtain or maintain a current license or certificate required as a condition for performing the job;
- Commission of a crime;
- Misuse of City funds;
- Falsifying any government document, including falsifying or omitting job information to secure position, time records, leave requests, and other personnel forms;
- Workplace dishonesty or making false accusations or reports in bad faith;
- Participation in any action that seriously disrupts or disturbs the normal operation of the division, department or other entity of municipal government;
- Harassment, including sexual harassment, of a City official, employee or anyone in the general public;
- Threatening, intimidating, coercing, or interfering with the performance of other employees;
- Fighting, throwing things, horseplay, practical jokes or other disorderly conduct which may destroy property or endanger the well-being of others or City operations;

- Damage or destruction of City property and careless, negligent or improper use of City property or equipment;
- Possession of firearms or lethal weapons not authorized by the City on the job;
- Brutality in the performance of duties;
- Violation of the Drug and Alcohol-Free Workplace policy;
- Violation of the City's conflict of interest, gift, and other ethics-related policies (Also refer to *Ethical Conduct Policy*);
- Dissemination of information that is allowed by statute to be confidential; or
- Gambling, including participation in sports pools.