

<b>CITY OF NEW LONDON Employee Code of Conduct</b>		
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<b>Special Instructions:</b> Review annually update as new law or court cases warrant.		

## **I. PURPOSE**

The purpose of this policy is to clarify guidelines for employee conduct at work.

## **II. POLICY**

All City of New London employees are expected to meet a standard of conduct appropriate to the reputation of the City. While at work employees are responsible to be aware of and abide by existing rules and regulations. It is also the responsibility of employees to perform their job duties to the best of their abilities and to the standards set forth in their job descriptions, or as otherwise established.

Employees, while on City property, while performing their duties throughout the City/Village or representing the City elsewhere and in the conduct of their work, are expected to demonstrate proper regard for the standards of the community and to show respect for the law and for the rights of others. The behavior of employees while not at work or representing the City is for the individual to regulate. However, when illegal and/or inappropriate activity is engaged in which relate to an employee's job duties and/or which raise doubts as to the employee's ability to carry out their duties, the activity will be reviewed and appropriate action may be taken.

### **A. Attendance**

It is expected that all City employees will arrive at their workplace on time, will work all scheduled hours and overtime required by business necessity, and are dependable with regard to attendance. Excessive tardiness and poor attendance disrupt workflow and customer service and will not be tolerated.

Non-exempt employees will not be required or permitted to work any period of time before or after scheduled starting or quitting times for the purpose of making up time lost because of tardiness, unauthorized absence, authorized absence or any other reason if the result will be that the employee works more than forty hours during the work week or in the case of police employee more than the current FLSA base period.

Employees who are frequently away from the premises for business reasons should inform their supervisor of their whereabouts during working hours. Also they should inform any secretarial staff, so that any public inquires may be answered about where one is and when a person is expected back.

Under certain circumstances, an employee's absence or tardiness may be excused if proper notice is given. Employees that need to be absent or tardy to work for any reason

should notify their immediate supervisor as soon as possible upon determination that an absence will occur, unless a verifiable emergency makes it impossible to do so. Issues involving excessive tardiness or extensive absenteeism will be responded to immediately by the supervisor. Unauthorized or excessive absences or tardiness (more than 2) will result in disciplinary action, up to and including discharge. An absence is considered to be unauthorized if the employee has not followed proper notification procedures or the absence has not been properly approved.

Employees who are absent from work for 3 consecutive days without giving proper notice to the City will be considered as having abandoned the job. At that time, the City will formally note the termination and advise the employee of the action by certified mail to the employee's last known address.

**B. Drugs and Alcohol in the Workplace**

Employees are prohibited from reporting to work under the influence of drugs and/or alcohol. Non-prescription drugs and alcoholic beverages are not to be consumed at any time in the workplace. Employees should take care when taking prescription or over the counter medication that may produce drowsiness or impaired reflexes. City employees who are impaired while on the job will be immediately dealt with appropriately..

**C. Gambling**

Gambling interferes with employee productivity and morale. Therefore, any gambling on the part of City employees on the job is strictly prohibited. Gambling includes placing, accepting, recording or registering bets, or otherwise carrying on a game of chance for money, property, or any other item of value. This prohibition includes all gambling operations, even if and where such activities do not constitute illegal activity. Employees involved in gambling while at work will be subject to discipline, up to and including discharge.

**D. Insubordination**

Insubordination, defined as an employee's failure or refusal to recognize or submit to the authority of a supervisor, or open defiance of authority or resistance to control (i.e. refusing to obey instructions), is strictly prohibited. Insubordination may result in discipline, up to and including, discharge.

**E. Other Behavior**

The City emphasizes the need for policies addressing employee behavior, their necessity in the conduct of efficient operation and for the benefit and safety of all employees. Conduct that interferes with operations, discredits the City, or is offensive to citizens or co-workers will not be tolerated.

Employees are expected at all times to conduct themselves in a positive manner in order to promote the best interests of the City. This means:

1. Treating all citizens, visitors and co-workers with respect and in a courteous manner;

2. Refraining from conduct that is offensive;
3. Reporting to management suspicious, unethical or illegal conduct by co-workers, citizens or business associates of the City;
4. Cooperating with any City investigation;
5. Complying with all City safety and securing regulations;
6. Wearing clothing appropriate for the work being performed;
7. Performing assigned tasks efficiently and in accord with established standards;
8. Reporting to work punctually as scheduled and being at the proper work station, ready for work, at the assigned starting time;
9. Giving proper advance notice whenever unable to work or report on time;
10. Smoking only at times and in places not prohibited by City ordinances;
11. Maintaining cleanliness and order in the workplace and work areas.

The following conduct is prohibited and employees engaged in it will be subject to discipline, up to and including discharge:

(This list is not intended to be all-inclusive. At management's discretion, any violation of City policy or any conduct considered inappropriate or unsatisfactory may subject an employee to discipline.)

1. Possession of firearms or other weapons on City property (unless employee is required to carry a firearm or other weapon as a condition of employment);
2. Fighting with or assaulting a co-worker or citizen;
3. Threatening or intimidating co-workers, citizens, business associates, or guests;
4. Engaging in any form of sexual or other harassment;
5. Reporting to work under the influence of alcohol, illegal drugs, controlled substances or other narcotics;
6. Disclosing confidential City information;
7. Falsifying or altering so as to misrepresent any City record or report, such as an employment application, medical reports, production records, time records, expense accounts, absentee reports, or shipping and receiving records;
8. Stealing, destroying, defacing, or misusing City property or another employee's or citizen's personal property;
9. Misusing City communications systems, including electronic mail, computers, internet, and telephones;
10. Refusing to follow management's instructions concerning a job related matter or being insubordinate;
11. Failing to wear assigned safety equipment or failing to abide by safety rules and policies;
12. Smoking where prohibited ;
13. Using profanity or abusive language;
14. Sleeping on the job without authorization;
15. Gambling on City property;
16. Engaging in pranks or horseplay;