

CITY OF HAMILTON, OHIO

No. 314

ADMINISTRATIVE DIRECTIVE

Effective Date: 4/24/01

Supersedes Administrative Directive #314
dated 7-1-81

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APPROVED: _____

SUBJECT: UNIFORM STANDARDS OF PERFORMANCE AND CONDUCT

I. **PURPOSE:** To establish and promulgate standards of employee conduct.

II. **POLICY STATEMENT**

The tenure of every employee in the classified service of the municipality shall be during good behavior and efficient service.

The standards of conduct which follow are established to promote efficiency in the municipal service and to set forth those activities which, if engaged in by employees, may result in disciplinary action, to include dismissal.

III. **STANDARDS OF EMPLOYEE PERFORMANCE**

1. **JOB ATTENDANCE**

1. Employees are prohibited from leaving their job site for any reason during their work shift without the specific and expressed approval of their supervisor.
2. Employees are to report for their duty assignments consistent with scheduled starting times. Repeated instances of tardiness can result in disciplinary action.
3. Absence from duty without proper authorization will not be permitted and can result in disciplinary action, to include dismissal.
4. Neglect of duty, to include sleeping on the job, inattention to one's responsibilities, and unnecessary time away from an assigned work area are each prohibited.
5. Employees who will be absent from duty for reasons of illness or other acceptable causes shall notify their immediate supervisor 45 minutes

prior to the start of their scheduled shift or reporting time.

6. Employees shall confine their activities to their immediate assigned work areas. Visiting personal vehicles, loitering, or visiting areas not associated with or related to one's job without specific supervisory approval shall not be permitted.
7. Employees who are off shift shall not enter any a plant or work facility or other non-public city premises or grounds without specific prior approval of supervision.
8. All areas of a building, plant, or facility shall be accessible to authorized management and supervision at all times including secured and locked areas, closets, etc. Any secured or locked facilities shall be locked or secured with City equipment only, and authorized management shall have keys, etc., available at all times to enter such facilities.
9. No employee shall use any paid or unpaid leave for purposes other than those which are described on a Leave Control Report, and approved by supervision, and which complies with applicable ordinances and directives.

2. PERSONAL CONDUCT

1. Employees are to perform assigned work, as directed.
2. In those work units which utilize a time clock system, each employee is responsible for ringing his/her own time card and placing it in either the "in" or "out" rack as appropriate.

Employees are prohibited from ringing the time card of another employee. Such action will result in dismissal.

All hours of employment shall be recorded on the time card provided.

3. Insubordination, willful disobedience, refusal to obey lawful orders, and disrespect and use of abusive language are each prohibited.
4. The use of drugs (other than prescription medication) and alcoholic beverages and reporting for duty under the influence of such proscribed drugs are each forbidden. The unlawful manufacture, distribution, dispensing, possession and use of a controlled substance within the workplace are each prohibited.
5. Theft, actual or attempted; the unauthorized use of City facilities,

property, tools, or equipment; and willful damage to or loss of City property, records, or information are each prohibited.

6. Deliberate misrepresentation, falsification, spreading of false statements, exaggeration of or concealment of a material fact in connection with any official City record or document, and unauthorized entries or changes to such records and information are each prohibited.
7. Fighting; threatening or actually inflicting bodily harm on another; physical resistance to competent authority; horseplay; and interference with the work of other employees are each prohibited.
8. Gambling during work hours is forbidden.
9. The use of City telephone equipment, computer equipment or other equipment for personal reasons without prior approval of employee's immediate supervisor is prohibited.
10. Employees are to comply with established safety rules while on the job. Horseplay is forbidden.
11. Employees are required to conduct themselves in a respectful, courteous manner in their dealings with one another; members of City management and supervision; representatives of firms doing business with the City; and the public at large.
12. Employees are forbidden from engaging in any business or accepting outside employment which would constitute a conflict of interest.
13. Solicitation during working hours and while on City premises, unless with the specific approval of the employee's supervisor, is prohibited.
14. All files and records shall be maintained in accordance with applicable regulations, law, and/or departmental standards and as controlled by the state and local Records Commission. Destruction of public records shall be only as authorized by that appropriate agency.

No employee shall willfully destroy, remove, or corrupt the files or records stored by electronic or other means. Any act of this nature shall be construed as sabotage.

15. All employees shall conduct themselves in such a manner as to reflect most favorably the public trust. Unbecoming conduct shall include that which brings the City or the work unit into disrepute; or, that which reflects discredit upon the employee; or, that which causes a negative effect upon the City's or work unit's effectiveness

or efficiency.

The performance of any act which is illegal, while an employee is on or off duty, in and of itself shall also be sufficient grounds for disciplinary action against the employee.

16. No employee shall conduct personal business during the period of his/her regularly scheduled work hours. On or off duty employees shall not use City equipment or material for any personal business activity of any nature.
17. No employee shall engage in any illegal form of harassment to include sexual harassment.
18. Except for law enforcement officers who are authorized to carry a concealed weapon and acting within the scope of their duties, no employee shall have in his/her possession a firearm while at work.
19. Employees are forbidden to admit unauthorized personnel to the plant facility or grounds without specific approval of the responsible supervisor.
20. Any other failure of good behavior or any other acts of misfeasance, malfeasance, or nonfeasance in office or any violation of the Hamilton City Charter, ordinances of Council, or administrative rules or regulations established by competent jurisdiction may result in disciplinary action to include dismissal.

IV. DISCIPLINARY POLICY

In recognition of the fact that each instance differs in various respects from somewhat similar situations, the Municipality retains the right to treat each occurrence upon its individual merit and without creating precedent for the treatment of any other cause which may arise in the future.

The City retains the right to suspend the operation of any disciplinary action which it may take, during good behavior for a specified term, in its exclusive discretion.

With respect to any given offense, consideration will be given to the severity, cost involved, the time interval between violations, the length and quality of the employee's service record, and the ability of the employee concerned.