

CITY OF MARSHFIELD, WISCONSIN POLICIES AND PROCEDURES

1. COMMON COUNCIL 4. FINANCIAL

2. ADMINISTRATIVE 5. PUBLIC WORKS

3. PERSONNEL 6. PARKS AND RECREATION

CHAPTER: Affirmative Action and Equal Employment Opportunity

SUBJECT: Rules of Conduct

POLICY NUMBER: 3.310

PAGES: 4

EFFECTIVE DATE: 1978

REVISION DATE: January 1, 2012

Special Notes: This policy/procedure manual does not in any way constitute an employment contract and the City of Marshfield reserves the right to amend this manual at any time subject only to approval by the Common Council.

PURPOSE:

City of Marshfield employees are expected to follow established department/division work rules, policies and procedures. In addition, they are expected to make reasonable decisions in performing their job duties in line with the mission of their department/division and City of Marshfield as a whole. High quality performance, honesty, respect, reliability, professionalism and good judgment are fundamentally required of each employee. Other standards of conduct exist in order to maintain an orderly and efficient working environment and for preservation of the public's trust in its public servants. The Rules of Conduct apply to all employees unless elected officials.

Supervisors: Supervisors have the responsibility to insure that the work expectations are clearly understood by our employees and that they have had adequate opportunities to learn the required skills and duties. In the majority of cases City of Marshfield employees meet or exceed these expectations. However, when employees fail to perform to the expected level, their supervisor will be responsible to take corrective action.

POLICY:

The primary objectives for each employee are to protect and further the public's trust

and confidence and to perform at a high quality level so that our citizens, businesses, representative of other entities, coworkers, and visitors receive high quality services from each employee. Conduct that is inconsistent with those objectives or in violation of Policy, Department/Division work rules or general expectations of professional conduct is forbidden and will subject the offending employee to discipline up to and including discharge. The City has established these Rules of Conduct, Policies and work rules in furtherance of the effective operation of the City, to further these objectives, and for the employee to have a successful career.

No list of rules or types of unacceptable conduct can substitute for the sound and reasonable judgment expected of each employee. It is impossible to list every conceivable type of unacceptable conduct contrary to the interests of the City. While it is impossible to list all types of unacceptable conduct, the City believes certain acts of misconduct, standing alone, warrant serious discipline up to and including discharge, such as the following:

- Dishonest, misleading, or deceptive conduct
- Circumventing the chain of command
- Undermining the authority of a supervisor
- · Refusing or failing to follow an order or directive
- Theft or misappropriation of City property or the property of others, including theft
 of work time, excessive time at break periods, misuse of sick leave or other
 designated leave, misrepresenting work time, or failing to accurately record work
 time
- Failing to completely and accurately document relevant information
- Leaving the job without permission
- · Causing or working unauthorized overtime
- Failing to cooperate with others
- Engaging in conduct that creates an unsafe work environment
- Fighting, threats, intimidation or harassment of others
- Damage or defacing of City of employee property
- Misuse or unauthorized use of City property
- Possession, use or being under the influence of drugs or alcohol while on duty
- Engaging in immoral conduct
- Engaging in illegal conduct
- Unauthorized possession of weapons or firearms during work time on City premises or property (additional details can be found in Zero Tolerance for Violence and Weapons Policy)
- · Absence without notice
- Excessive absenteeism or tardiness
- Failing to promptly report absence or tardiness
- Working another job while absent (unless pre-approved absence and not FMLA related)
- Disclosing confidential information to unauthorized sources
- Loafing or sleeping on the job

- Misuse of licenses while at work or on work time or using work resources
- Unauthorized solicitations or distributions
- Failure to promptly report defective equipment or safety hazard
- Failure to report injury or accident immediately
- Horseplay or violation of safety rules
- Engaging in conduct or activities which serve to lengthen the healing period for a work related injury
- Substandard quality or quantity of work, including deliberate reduction of output
- Failure to complete assignments promptly and accurately
- Smoking in unauthorized areas
- Unprofessional appearance
- · Discourteous treatment of others
- Profane or disrespectful conduct
- Conducting personal business on City time or property, including promoting or selling any item or soliciting
- Failing to fully comply with Policies
- Failing to comply with expectations of conduct communicated to an employee
- Failing to report a possible violation of the rules or policy through the chain of command

The City reserves the right to modify this list at any time or determine whether any other conduct in contrary to the interests of the City and warranting of disciplinary action up to and including discharge.

CORRECTIVE ACTION:

The City treats all violations of policy, rules of conduct (including Department/Division Work Rules) and general expectations of professional conduct very seriously. Violations of these policies, the rules, and general expectations of conduct can subject an employee to discipline, up to and including discharge.

The City's corrective action program is designed to encourage individuals to be high quality employees and to remove employees from service who cannot or will not meet that high standard of performance. Some discipline is intended to be corrective in nature to allow the employee an opportunity to rehabilitate his or her conduct, and employee misconduct may call for severe forms of discipline such as suspension, transfer, demotion, termination or other action. In some cases, dismissal of an employee is appropriate because of the seriousness or continuation of unacceptable conduct. The appropriate level of discipline is determined by management on a case-by-case basis, and any pre-termination disciplinary measure may be passed over in favor of more severe discipline including termination of the employee. The City's use of any form of progressive discipline does not change any employee's status as an at-will employee or create any additional contractual rights.

INVESTIGATION AND ADMINISTRATIVE LEAVE:

The City will determine the scope, duration, and strategy of internal investigations. The City reserves its right to place an employee on administrative leave, with or without pay. The determination of whether leave will be with pay or without pay is reserved to the City Administrator or Human Resources Manager in his/her absence. The City may place an employee on administrative leave pending an internal investigation, pending disposition of a criminal matter, or for other reasons determined by the City Administrator or Human Resources Manager in his/her absence.