

# Grant County Personnel Policy

<b>519 – Workplace Rules (General)</b>					
Approval Date	10/09/17	Issued Date	10/11/17	Revision Date	08/31/21

519.1 Grant County is committed to providing quality service to citizens and visitors, and as such requires the highest standard of conduct and professionalism. Employment at Grant County is at will as previously stated. This means that employees are free to resign their employment at any time, for any reason or no reason, with or without cause, and with or without notice. The County retains the right to terminate employment at any time, for any reason or no reason with or without cause, and with or without notice. Nothing in this section shall be construed to alter the fact that employment is at will. The following conduct, although not a complete list, is prohibited at Grant County:

- 519.1.1 Possessing firearms or dangerous weapons in areas prohibited by Grant County Policy 1103.5;
- 519.1.2 Assaulting or threatening a fellow employee, citizen, visitor, vendor or applicant;
- 519.1.3 Theft, misuse or removal of County property, another employee's property or a citizen or visitor's property;
- 519.1.4 Gambling on County property;
- 519.1.5 Violating the County's Drugs and Alcohol Policy (Policy No. 500, Section 516);
- 519.1.6 Giving or taking a bribe of any nature as inducement for obtaining or retaining a County job or position or for services performed;
- 519.1.7 Conviction, deferred prosecution, or any other alternative disposition of a criminal charge, which Grant County believes would have an adverse effect regarding an employee's work and work relationships or brings into question continued suitability in the office or department;
- 519.1.8 Inappropriate/improper use of public office/authority, misrepresentation of official authority or omission of responsibilities based on official authority and responsibilities;
- 519.1.9 Conflict of interest between off-duty activities and official duties;
- 519.1.10 Failure to properly record, complete, schedule, notify, communicate, process and/or file any and all matters pertaining to County business;
- 519.1.11 Harassment of any kind;

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- 519.1.12 Any breach of confidentiality requirements, whether written or verbal;
- 519.1.13 Falsifying any County record or report, such as an application for employment, a production record, a time record, etc.;
- 519.1.14 Insubordination, including but not limited to, refusal or failure to obey orders or instruction in the line of duty, in accordance with established work rules and policies;
- 519.1.15 Disrespect displayed toward a supervisor or the County while performing work for the County;
- 519.1.16 Dishonesty;
- 519.1.17 Ignoring safety rules or common safety practices, including failure to report exposures/safety hazards to one's supervisor;
- 519.1.18 Engaging in disorderly conduct, horseplay or immoral conduct;
- 519.1.19 Using uncivil, profane, insulting, vile, obscene or abusive language;
- 519.1.20 Failure to report occupational injuries or accidents, including motor vehicle accidents, immediately to one's supervisor;
- 519.1.21 Engaging in activities other than assigned work during working hours and/or while operating County equipment, without prior approval by one's supervisor;
- 519.1.22 Acting in an insulting, rude, insolent or uncivil manner toward any citizen, visitor, vendor, fellow employee or other person while working for the County, while operating County equipment, while on County premises or while representing the County;
- 519.1.23 Failure to provide appropriate, non-discriminating services to the public and employees;
- 519.1.24 Failure to exercise the care and attention to one's work required by the circumstances;
- 519.1.25 Tobacco use in restricted or prohibited areas, whether on County property or otherwise;
- 519.1.26 Acting in any manner inconsistent with common sense rules of conduct necessary for the welfare of the citizens, County or its employees;
- 519.1.27 Unexcused or excessive absences or tardiness or failure to maintain satisfactory attendance and punctuality;
- 519.1.28 Leaving work before the end of the shift, not being ready to begin work at the start of the shift or working overtime without prior approval of one's supervisor;

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- 519.1.29 Sleeping, loitering or spending unnecessary time away from the job;
  - 519.1.30 Unauthorized possession or use of any County property, equipment or materials;
  - 519.1.31 Contributing to unsanitary conditions or poor housekeeping;
  - 519.1.32 Using County property or time for personal financial gain or financial gain of another person;
  - 519.1.33 Careless, reckless or unsafe use of any County property, equipment or material;
  - 519.1.34 Soliciting and/or accepting payment, gifts or any item of value for services performed during the regular workday or while representing the County outside of the regular workday;
  - 519.1.35 Deliberate or negligent alteration, destruction or waste of County property, facilities, records or equipment or that of another employee or citizen;
  - 519.1.36 Violating specific departmental rules;
  - 519.1.37 Parking in reserved parking spaces, including areas specified for visitor use;
  - 519.1.38 Posting, altering or removing any matter from County bulletin boards without specific authorization;
- 519.2 The above is not intended to be a complete list. Employees are expected to use ordinary, reasonable, common sense rules of conduct throughout the performance of their work. Employees are expected to adhere to any federal and/or state regulations related to any of the above. If an employee believes that federal and/or state regulations are being violated by any department rules, the employee should notify his/her supervisor immediately. Employees who violate these rules will be subject to corrective actions, up to and including termination of employment. (See Policy 1300, *Discipline/Corrective Action*).