

Policy No. 2.01 Personal Conduct
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Revision Date:

Town employees must strive to present a positive image to the individuals they deal with in their work. This policy defines the Town's expectations regarding the personal conduct of employees, and provides general guidance regarding what is considered unacceptable conduct.

1. Policy

Employees are expected to conduct themselves at all times in a manner befitting their status as an employee of the Town of Rome. An employee shall exercise discretion in regard to matter of official business and records.

2. Employee Conduct

A. The following illustrative list is set forth to outline for employee's conduct deemed by the Town of Rome to be improper and unsatisfactory. This list is provided as a sample and a guideline by which employees may conduct their activities while on the job, but is not inclusive of all unsatisfactory conduct. Employees involved in these behaviors may be subject to disciplinary action. The Town will attempt, where appropriate, to administer a progressive discipline policy; however, under the particular circumstances, a disciplinary infraction may be so severe that more serious discipline (e.g., suspension or discharge) is warranted. The proper and appropriate administration of discipline for any infraction is within the sole discretion of the Town Administrator, the Town Board and/or Police and Fire Commission.

B. Incompetence or inefficiency.

C. Offensive conduct, including breach of security.

D. Insubordination or violation of any official order or regulation.

Insubordination is defined as failure or deliberate refusal to obey an order by a superior, ridiculing a superior or their orders, whether in or out of their presence.

E. Accepting personal tips or gifts in the course of work.

F. Conviction of a criminal offense involving moral turpitude.

G. Negligent or willful damage or waste of public property.

H. **Unexcused** absence without being granted leave.

- I. Bringing, possessing, being under the influence, using or consumption of alcoholic beverages or controlled substances while on duty.
- J. Harassment of any employee or constituent as defined in the policy.
- K. Engaging in outside employment while on sick leave or FMLA unless approved by the Town Administrator.
- L. Engaging in fraudulent use of a leave of absence.
- M. Claiming sick leave under false pretenses.
- N. Excessive or chronic absenteeism or tardiness.
- O. Failure to notify the supervisor in advance when the employee will be absent from work or is unable to report for work on time.
- P. Failure to comply with employee's specific department rules.
- Q. Failure to conform to assigned work hours.
- R. Falsification or misuse of time cards, time sheets or records or assisting in such falsification.
- S. Theft or misappropriations of Town property or another employee's property.
- T. Provoking, instigating or involved in fighting on the job on Town property, threatening or carrying out acts of violence to an employee, supervisor, Town official or visitor.
- U. Sleeping on the job.
- V. Violation of the Personnel Policy Manual.
- W. Working unauthorized overtime.
- X. Possessing weapons or explosives in violation of Town Ordinance
- Y. Deliberately restricting work output or encouraging another employee to do so.
- Z. Illegal, conducts during the workday or on Town property that the employee knows about or should have known.
- AA. Failure to comply with the Town Safety Program.

- AB. Using profanity or abusive language.
- AC. Rude behavior toward a member of the general public or other employees.
- AD. Lying or attempting to withhold information from a supervisor.