

CITY OF WACO

STANDARDS OF CONDUCT

Policies and Procedures

ADM-11

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A. Statement of Purpose

Groups of people working together for any purpose requires certain guidelines pertaining to their conduct and relationships. Accordingly, employees must be aware of their responsibilities to the City of Waco and to coworkers.

B. General Policy

1. The City of Waco is interested in human dignity and protection of employees. Additionally, the City strives to take a corrective approach to disciplinary matters to ensure actions which would interfere with operations or an employee's job are not continued.
2. Violations of the City of Waco's Standards of Conduct may result in one of the following forms of corrective action: informal counseling, written warning, suspension, demotion or discharge. In making a decision as to what type of discipline shall be imposed, the department shall consider such factors as the type and severity of the offense(s), and any mitigating circumstances, which may be relevant to the situation. Additional information is included in Discipline and Discharge, DTG-1.
3. Although there is no way to identify every possible violation of Standards of Conduct, the following is a partial list of infractions which may result in corrective action:
 - a) Falsifying employment application, timesheet, or personnel or other City of Waco documents or records;
 - b) Unauthorized possession of City of Waco or employee property, carrying weapons or explosives, or violating criminal laws on City premises;
 - c) Fighting, throwing things, horse play, practical jokes or other disorderly conduct which may endanger the well-being of any employee on City premises;
 - d) Engaging in acts of dishonesty, fraud, theft, or sabotage;
 - e) Threatening, intimidating, coercing, using abusive or vulgar language, or interfering with the performance of other employees;
 - f) Insubordination or refusal to comply with instructions or failure to perform reasonable duties which are assigned;
 - g) Unauthorized use of City of Waco material, time, equipment or property;

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- h) Damaging or destroying City property due to careless or willful acts;
- i) Habitual tardiness and/or absenteeism resulting in an inability to perform the essential functions of the job;
- j) Conduct which the City feels reflects adversely on the employee or the City of Waco;
- k) Performance which, in the City's opinion, does not meet the requirement of the position;
- l) Engaging in such other practices as the City determines may be inconsistent with the ordinary and reasonable rules of conduct necessary to the welfare of the City of Waco, its employees, or its customers;
- m) Negligence in observing fire prevention and safety rules;
- n) Violating City policies, rules, regulations, ordinances, federal or state laws or other provisions;
- o) Other circumstances for which the City of Waco feels corrective action is warranted.
- p) This list is intended to be representative of the types of activities, which may result in disciplinary action and is not intended to be comprehensive. Additionally, it does not alter the employment-at-will relationship between the employee and the City of Waco.

4. Conflict of Interest

Employees are expected to devote their best efforts to the interest of the City and the conduct of its affairs. The City recognizes the right of employees to engage in activities outside of their employment, which are of a private nature and unrelated to City business. However, a policy of full disclosure must be followed to assess and prevent potential conflicts of interest from arising.

Questions regarding a possible conflict of interest or outside work should be referred to the employee's supervisor or the Human Resources Department.

5. Attendance Standards

In order to ensure the proper operation of City business, punctuality and regular attendance are essential functions of the job.

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For the City of Waco to operate effectively, employees must keep supervisors informed of their status when off work because of illness or due to an accident from any cause.

Employees who are unable to report for work for any reason, who arrive late or have a need to leave early, must notify their supervisor before their scheduled starting time. An employee who fails to report for work without the required notice for three (3) or more consecutive working days, will be considered to have voluntarily resigned from their position.

6. Solicitation and Distribution

Soliciting by one employee of another, or collecting from one employee by another is prohibited while either employee is on City work time. Distributing literature and circulating petitions during work time or in work areas at any time is also prohibited.

7. Personal Appearance

Employees are expected to maintain an appropriate appearance that is businesslike, neat and clean, as determined by the requirements of the work area. Dress and appearance should not be offensive to customers or other employees. Appropriate appearance includes:

- a) Apparel. Generally, employees should wear appropriate and clean business attire. A complete list of inappropriate attire is impossible to write; however, the following are some example of inappropriate dress: faded or tattered jeans, sweatshirts, or shirts displaying advertising or writing, overalls, jogging suits, shorts or tank tops, any clothing with spaghetti straps, any clothing that reveals bare backs, mid-riffs, or shoulders, or any revealing or provocative clothing.
- b) Hair should be clean and combed. Shaggy, unkempt hair is not permissible.
- c) Personal Hygiene. Good personal hygiene habits must be maintained.



Larry D. Groth, P.E., City Manager
April 13, 2006