

Category: 300

Number: 321

Subject: **STANDARDS OF CONDUCT**

1. **PURPOSE:** Saginaw County expects the highest standard of behavior from all employees. Although years of experience have proven that unacceptable behavior is an exception to the usual professional performance of County employees, it is nonetheless necessary that each employee knows and understands the consequences of misconduct. The purpose of this policy is to set forth a standard of behavior for employees of Saginaw County and develop set guidelines for dealing with rare violations of those standards.
2. **AUTHORITY:** The Saginaw County Board of Commissioners.
3. **APPLICATION:** The rules and regulations herein set forth apply to all employees paid by Saginaw County, pursuant to Policy #301.
4. **RESPONSIBILITY:** The Controller/CAO of Saginaw County shall be responsible for the implementation of this policy. It shall be the responsibility of Department Heads, and Agencies of Saginaw County to administer this policy.
5. **DEFINITIONS:** NONE
6. **POLICY:**
 - 6.1 **Standards of Conduct.** The following actions set forth in 6.1.1 through 6.1.22 have been declared unacceptable. The list is not all-inclusive and does not include all possible types of misconduct. Although the violation of some rules may result in discharge and others in verbal or written warning and suspension, repeat violation of work rules may also result in discharge. Committing a first offense with regard to the following standards of conduct may subject an employee to discharge.
 - 6.1.1 Falsifying time worked records for yourself and/or another employee.
 - 6.1.2 Refusal to perform or respond to a legal work directive. Refusal could result in discharge, unless the employee can establish that such a directive threatens safety or health.
 - 6.1.3 Possession of an open alcoholic beverage and/or under the influence of alcohol in the work place.
 - 6.1.4 Sale or possession of and/or under the influence of a controlled substance(s) in the work place not legally prescribed for the employee by a licensed physician. (Employees using medication legally prescribed by a licensed physician are required to notify their supervisor prior to beginning work in the event that such drugs would impair their physical, mental, emotional, or other faculties to the extent that the impairment may affect work performance or the employee's ability to safely and effectively perform the duties of his or her job.)

- 6.1.5 Threatening bodily harm, fighting or engaging in disorderly conduct.
- 6.1.6 Unauthorized possession of a gun, illegal knife, and/or any weapon while in the work place or on County property.
- 6.1.7 Willful damage to, or destruction of, County property, unauthorized use of County property, removal of County property from the premises or unauthorized possession of another persons property or belongings.
- 6.1.8 Stealing from the County, other employees or committing the act upon other parties while in a job capacity.
- 6.1.9 Falsification of any County document in application for employment, expenses, benefits and/or privileges.
- 6.1.10 Misconduct on/off the job that has an adverse impact on the County, its employees or facilities.
- 6.1.11 Accepting gifts or gratuities for favors or special treatment in providing services. (Discretion must be exercised to avoid acceptance of gifts that may be seen as attempts to influence ones ability to make unbiased decisions, that compromise ones capacity to make objective decisions or that could cause embarrassment to Saginaw County.)
- 6.1.12 Divulging confidential information acquired on the job.
- 6.1.13 Carelessness and/or horseplay resulting in injury to person(s) or damage to County property.
- 6.1.14 Offensive conduct and/or offensive language, including sexual and/or racial harassment, towards person(s) in the work place. (Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors and verbal and/or physical conduct of a sexual nature that creates an offensive employment environment.) See Policy # 322 for a more detailed description.
- 6.1.15 Sleeping while on the job.
- 6.1.16 Failure to wear required protective clothing or safety equipment.
- 6.1.17 Leaving work area without proper authorization.
- 6.1.18 Illegal gambling in the work place.
- 6.1.19 Poor work performance.

6.1.20 Failure to report an on-the-job injury within 24 hours of occurrence.

6.1.21 Soliciting business for personal gain during working hours or conducting personal affairs or business during working hours.

6.1.22 Performance of job functions in such a manner as to put the safety of others at risk.

6.2 Failure to report to work for three (3) consecutive work days without notifying his/her supervisor with a satisfactory explanation will be considered a voluntary resignation or discharge, unless substantial evidence is submitted giving good cause why contact could not have been made.

7. ADMINISTRATIVE PROCEDURES: NONE

8. CONTROLLER/CAO LEGAL COUNSEL REVIEW: The Controller/CAO has determined that this policy as submitted to the Board of Commissioners contains the necessary substance in order to carry out the purpose of the policy. County Civil Counsel has determined that this policy as submitted contains content that appears to be legal activities of the Saginaw County Board of Commissioners.

Approved as to Substance:
Saginaw County Controller/CAO

Approved as to Legal Content:
Saginaw County Civil Counsel

ADOPTED: November 23, 1999

AMENDED: April 23, 2002; August 12, 2008