

POLICY 201 EMPLOYEE CONDUCT & WORKING ENVIRONMENT

1. **Purpose.** It is Eau Claire County's policy that employees maintain a working environment that encourages mutual respect, promotes civil and congenial relationships among employees, and is free from all forms of harassment and violence.

To ensure orderly operations and provide the best possible work environment, Eau Claire County expects employees to follow rules of conduct that will protect the interests and safety of all employees and the County.

2. **Policy.**

2.1 Employees are expected to conduct themselves in an appropriate manner as judged by a reasonable person.

2.2 Employees have a right to conduct their work without disorderly or undue interference from other employees. The County prohibits employees from violating this right of their co-workers. This prohibition includes, but is not limited to intentional acts such as.

2.2.1 Unprovoked insolence or disrespect on the part of the employee toward fellow employees, County Board members, visitors, or other members of the public.

2.2.2 Boisterous or disruptive activity in the workplace or actions adversely and substantially affecting morale, production, or efficiency.

2.2.3 Sexual or other unlawful or unwelcome harassment.

2.2.4 Fighting with or provoking a disturbance among fellow employees, threatening violence in the workplace, or actions adversely and substantially affecting morale, production, or efficiency.

2.2.5 Discrimination against others because of race, color, creed, national origin, political preference, sexual preference, age, sex, disability or other protected classification.

2.2.6 Bullying as defined in Policy 723 Workplace Bullying

2.2.7 Making malicious, false, and harmful statements about others.

2.2.8 Publicly disclosing another's private information.

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Effective Date: January 1, 2012

Revised Date: January 2017

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3. Unacceptable Conduct.

3.1 It is not possible to list all the forms of behavior that are considered unacceptable in the workplace; the following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment.

3.1.1 Falsification of timekeeping or other County records.

3.1.2 Theft or destruction of County equipment or property, or dishonesty.

3.1.3 Insubordination, inclusive of, but not limited to, a willful refusal to obey lawful and reasonable directives.

3.1.4 Negligence or improper conduct leading to damage of County-owned property.

3.1.5 Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace.

3.1.6 Unauthorized use of County-owned or leased equipment or property including mail systems and pre-paid postage.

3.1.7 Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating County-owned vehicles or equipment.

3.1.8 Sleeping on the job.

3.1.9 Smoking in prohibited areas.

3.1.10 Unauthorized disclosure of confidential information.

3.1.11 Unsatisfactory performance or conduct.

3.1.12 Immoral or otherwise improper conduct which adversely and substantially injures or brings the County into disrepute; being charged with or convicted of a crime which is directly related to the job which the person was hired to perform; or unavailability for work due to incarceration.

3.1.13 Excessive absenteeism or any absence without notice.

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- 3.1.14 Habitual tardiness or abuse of paid time off privileges.
- 3.1.15 Violation of state law, administrative rules, County Code, departmental work rules, Employee Policies, or other County policies or safety rules.

- 3.1.16 Employees are responsible for assuring the security of company confidential/propriety material in their possession and similarly maintaining the security of County-provided equipment. Employees concerned for the security of their work area or equipment must inform their supervisor of such concerns.

4. Right to Search.

- 4.1 The County reserves the right to search unlocked and/or publicly used County property at any time without consent. The County may request a search of personal property at the worksite or locked County property assigned to an individual if there is reasonable suspicion that evidence of illegal or prohibited activities resides therein. Refusal of such a request may result in disciplinary action up to and including termination.

5. Consequences of Policy Violation.

- 5.1 The above-listed examples are not all-inclusive. The County may take corrective or disciplinary action against employees whose conduct violates this or other County policies and practices. The supervisor should consult with the department head and Human Resources on such matters.