



TOWN OF HILLSBOROUGH

PERSONNEL POLICY

POLICY 209

LAST REVISED 8/1/08

SUBJECT: STANDARDS OF CONDUCT

STATEMENT OF POLICY:

The Town is involved in providing the public a number of highly responsible services. Many individuals and businesses rely on the quality and reliability of our programs. Thus, all employees are expected to provide excellent and reliable service to the public. Any failure to meet this high standard is cause for concern, discipline or possible discharge.

There are certain kinds of actions that cannot be permitted to occur because of their impact on citizens, customers, suppliers or co-workers. Examples of such actions include, but are not limited to:

- Failing or refusing to carry out job assignments
- Insubordination, including, but not limited to, failure or refusal to obey the orders or instructions of any Manager or member of management, or the use of abusive or threatening language toward any Manager or member of management
- Unauthorized release of Town information
- Swearing or verbal abuse while on Town premises
- Falsification of employment records, employment information or other records
- Removal of Town property without permission
- Unauthorized taking of Town funds or property or unauthorized charges against a Town account
- Dishonesty
- Engaging in prohibited discrimination or harassment
- Being under the influence of alcohol or a controlled substance while working
- Theft or the deliberate or careless damage of any Town property
- Fighting or threatening to fight with another employee
- Participation in a business directly competing with the Town
- A plea of Nolo Contendere or guilty plea to a felonious crime
- A plea of Nolo Contendere or guilty plea to a misdemeanor or felonious crime involving moral turpitude
- Conviction for any felonious offense
- Substandard performance of an assigned duty or responsibility

- Absenteeism or tardiness in reporting to work or returning from rest periods or meal periods
- Failing to comply with safety or security rules and procedures
- Sleeping on the job, if not permitted during shift
- Possession of firearms or other weapons, if it is not required for performing job duties
- Misusing of computer systems, including internet and email
- Working overtime without authorization from supervisor or refusing to work overtime
- Failing to observe working schedules, including rest and lunch periods
- Abusing paid sick leave
- Failing to provide a physician's certificate when requested or required to do so
- Violating any safety, health or security policy, rule or procedure of the Town
- Recording the work time of another employee, allowing any other employee to record your work time, or allowing falsification of any time card, whether your own or another Employee's
- Possessing, distributing, selling, transferring or using--or being under the influence of--alcohol or illegal drugs in the workplace
- Violating any Town policy