

## **SECTION VI: EMPLOYEE CODE OF CONDUCT**

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1. **PROFESSIONALISM.** Tremonton City is a professional association whose purpose, among others, is to provide professional services to its citizens. Its employees must adhere to high standards of public service that emphasize professionalism, courtesy, and avoidance of even the appearance of illegal or unethical conduct. Employees are required to carry out efficiently the work items assigned as their responsibility, to maintain good moral conduct, and to do their part in maintaining good relationships with their supervisors and fellow employees, the public, and other member employees and officials.
2. **PRIVILEGED INFORMATION.** City employees who are involved with information of significant public interest may not use this privileged information for personal gain, nor to benefit friends or acquaintances. If an employee has an outside interest which could be affected by any City plan or activity, this situation must be reported to the Mayor immediately. Each employee is charged with the responsibility of ensuring that only information that should be made available to the general public is released as defined in the Government Records Access and Management Act.
3. **CONFIDENTIALITY.** Fellow employees have an unquestionable right to expect all personal information about themselves, their illness, their family and financial circumstances to be kept confidential. Every employee has an obligation to protect this confidence. Never discuss privileged information with others who are not authorized to receive it, either inside or outside the office.
4. **GIFTS AND GRATUITIES.** City employees are prohibited from soliciting or accepting any gift, gratuity, favor, entertainment, loan or item of monetary value from any person seeking to obtain business with the City, or from any person within or outside City employment whose interests may be affected by the employees' performance or nonperformance of official duties. City employees will not accept gifts or gratuities except under circumstances allowed by the Utah Employee Ethics Act 67-16.
5. **ATTENDANCE.** Regular attendance and punctuality are essential to providing high quality work, service to customers, and to avoid extra work for fellow employees. Therefore, when the employee is going to be late or will not be able to report to work, the employee must notify his/her Supervisor prior to the scheduled work time. If the employee is ill or has an emergency, he/she should notify a Supervisor (immediate Supervisor preferred) as soon as possible on each day of absence.
6. **APPEARANCE.** The City reserves the right to expect its employees to present a favorable impression during any contact with the public. All employees are expected to maintain a neat and clean personal appearance. Standards of dress shall be appropriate to the job and the tasks to be accomplished.

7. SMOKING. In compliance with the Utah Indoor Clean Air Act smoking is not permitted in City facilities. Tremonton City also prohibits smoking in City owned vehicles.
8. PERSONAL USE OF TREMONTON CITY OFFICE ITEMS.
  - A. Computer Equipment.
    - (1) Personal use of City owned computer systems is permitted only when all of the following criteria are met.
      - (a) The use offers an opportunity for the employee to increase the employee's job-related knowledge and skills.
      - (b) The employee is not compensated for the work performed, unless the employee has received prior written approval by the City.
      - (c) The employee pays for the cost of consumables and other attendant expenses (diskettes, paper, computer on-line and access charges, etc.).
      - (d) The employee uses the computer system after hours, or on the employee's personal time.
      - (e) The employee does not use the computer system for permanent storage of data.
      - (f) The use does not conflict with the employee's City responsibilities or normal City business.
      - (g) The use has been approved by the City.
    - (2) Software developed on City owned computer equipment is the property of the City.
  - B. Postage Meters. No employee shall be allowed to use City owned postage metering machines at any time for posting and mailing of any material of a personal nature.
  - C. FAX and Copying Machines. Any employee desiring to use City owned FAX or copying machines for items of a personal nature may do so after paying for such use at the rate which is in effect at the time of use.
  - D. Telephone calls.
    - (1) Employees are expressly prohibited from making long distance telephone

calls of a personal nature on City owned telephones. Emergency calls may be made by first obtaining permission from the department head. Employees will notify accounts payable of the date, time and telephone number of all long distance calls made and will be billed for the actual charges. (CC mtg. 11-3-98)

- (2) It is expected that all employees will use City owned telephones for local personal calls judiciously. Local telephone calls are to be limited to necessity and must not disrupt the carrying out of employee responsibilities.

E. E-mail/Internet.

- (1) The personal use of e-mail and/or the internet is restricted during regular office hours. Personal use of City owned e-mail and/or internet on the employees own time, i.e., before and after work or at lunch time, may be permitted, however, use must be regulated to avoid the encouragement of excessive incoming mail, as well as trash or spam mail.
- (2) Inappropriate use of e-mail and/or internet is prohibited. This includes chat locations, sites of a sexual nature, etc.
- (3) Distribution of political materials or information of a political nature will not be permitted.
- (4) Employees need to understand that the e-mail/internet programs are the property of the City. As such, incoming and outgoing e-mails as well as the history of internet usage is subject to inspection by City Management.
- (5) Misuse of City owned e-mail and/or internet by City employees may result in disciplinary action

9. PURCHASING. When a procurement involves the expenditure of federal assistance funds, the City shall comply with all applicable federal laws and regulations.

A. Purchase Orders.

- (1) All purchases require a Purchase Order filled out and approved prior to the purchase. Purchase Orders must be signed and approved by the Mayor, City Manager, City Recorder, department head or as allowed in the City's Purchasing Policy as adopted by Resolution.
- (2) Only the City Council can authorize expenditures in excess of \$25,000.

- (3) Bids are required for purchases in excess of \$5,000.00 *unless they are a part of existing service/supplier, State Contract or relationship/agreements with the following exceptions as defined by State law:*
  - (a) Building Improvement - \$40,000
  - (b) Public Works Project - \$125,000
  - (c) Design-build project - \$150,000
- (4) All purchases are to fall within budget limits as approved annually by the City Council.

B. Approval. The Mayor and/or the City Council shall have the final approval for any bid purchase.

10. TIME CARDS.

- A. All non exempt employees of Tremonton City are required to maintain an accurate and legible record of all their hours worked for the City on time cards.
- B. Time cards will be signed and dated by the employee, and forwarded to the Department Head for review and payment.
- C. Exempt employees of Tremonton City are prohibited from entering more than a total of eighty (80) hours per pay period. (CC mtg 7/18/00)
- D. Time cards will be signed and dated by the exempt employee, and forwarded to the payroll clerk for payment by the Monday following the end of the pay period. Signature by the City Manager is not required.
- E. All employees will indicate on the appropriate day(s) the number of sick leave, vacation, holiday, etc. hours used together with totals for the pay period.

11. CREDIT CARDS. Tremonton City credit cards shall be used for official business only, and shall not be used for the personal convenience of an employee. Credit card purchases fall within the City's Purchasing Policy and carry the same requirements including, but not limited to, purchase orders and budget. Receipts are required for all credit card purchases.

12. OUTSIDE ACTIVITIES. Tremonton City employees shall not use City-owned property in support of outside interests and activities when such use would compromise the integrity of Tremonton City or interfere with the employee's duties. Specifically, an employee who is involved in an outside activity such as a civic organization, church organization, committee unrelated to City business, public office, or service club, shall:

- A. Pursue the outside activity on the employee's own time;

- B. Pursue the outside activity away from the City offices;
- C. Discourage any phone, mail or visitor contact related to the outside interest at the City offices;
- D. Arrange for annual leave or compensatory time off to pursue the outside interest during business hours; and
- E. Except as provided in paragraph 9, not use data processing equipment, postage metering machines, copiers, other City-owned equipment or supplies for the outside interest.

Inasmuch as it has been determined that the presence of a police vehicle within the community is a detriment to crime, and as it has been outlined in the Police Department Policy Manual, police officers are permitted to use department vehicles for personal use.

13. POLITICAL ACTIVITY.

- A. An employee shall not be coerced to support a political activity, whether funds or time are involved.
- B. An employee shall not engage in political activity during work hours, unless on approved leave.
- C. An employee shall not use City-owned equipment, supplies or resources, and other attendant expenses (diskettes, paper, computer online and access charges, etc.) when engaged in political activity.
- D. An employee shall not use, discriminate in favor of or against, any person or applicant for employment based on political activities.
- E. An employee shall not use the employee's title or position while engaging in political activity.

14. SECONDARY EMPLOYMENT.

- A. Tremonton City employment is primary.
  - (1) Employment with Tremonton City shall be the primary employment of all full-time employees. Full-time Tremonton City employees are permitted to engage in secondary or outside employment under the following guidelines. Outside employment of any employee must not be of a type that would reasonably give rise to criticism or suspicion of conflicting interests or duties.

- (2) Full-time employees are required to provide written notification to the department head, or City Manager, using the Employee's Notice of Secondary Employment (see Appendix Number 16 for details) before starting any secondary or outside employment. This notification should include the following information:
  - (a) The employer's name, business name, and business address.
  - (b) A general overview of the type of business engaged in by the secondary employer.
  - (c) The specific duties engaged in by the employee at their secondary employment.

B. Tremonton City's approval process.

- (1) The Mayor, or City Manager, shall review the information contained in the Employee's Notice of Secondary Employment (see Appendix Number 16 for details) and determine whether the employee's secondary employment is approved or denied. Factors to consider include, but are not limited to, the following:
  - (a) That the secondary employment reasonably articulates some factor or factors which could negatively impact their employment with Tremonton City. For example, that the secondary employment could reasonably be expected to be too physically or mentally draining on the employee.
  - (b) That the secondary employment could invoke a conflict of interest with their employment with Tremonton City
  - (c) That the secondary employment is immoral or unethical.
- (2) This decision shall be communicated in writing to the employee, using the same Employee's Notice of Secondary Employment (see Appendix Number 16 for details). The employee:
  - (a) Shall abide by that decision.
  - (b) May appeal the decision to the City Council, whose decision shall be final.

- (c) May voluntarily resign their employment with Tremonton City.

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