

City of Redding Personnel Policies Manual

MISCELLANEOUS: POLICY - EMPLOYEE CONDUCT AND HONESTY

1. It is the policy of the City of Redding that employees shall at all times practice fundamental honesty. Employees shall not, nor attempt to: deceive, defraud or mislead the City, other employees, or those with whom the City has business or other relationships; take or misuse City property, funds, or service; misrepresent the City or its employees; divulge or release any information relating to the City of a proprietary nature; obtain a personal advantage or benefit due to their association with the City or by use of the City's name; withhold their best efforts to perform their work to acceptable standards; engage in unethical business practices; violate applicable laws or conduct themselves at any time dishonestly or in a manner which would reflect discredit on the City. Violation of this policy will subject any employee to disciplinary action, up to and including discharge. In addition, supervisors and management who knowingly allow others to engage in acts of misconduct are subject to appropriate disciplinary action.

2. The purpose of this policy is to establish a fair and uniform policy on employee behavior and a procedure for reporting, investigating and documenting instances of employee misconduct and to effect uniformity of decision in cases with similar facts and circumstances.

3. This policy applies to all City employees.

4. All Department and Division Heads are responsible for insuring compliance with this policy. All employees are accountable for compliance with this policy.

*5. The types of conduct subject to this procedure are employee activity which involves: a criminal act which affects City employment; moral turpitude which may ultimately be grounds for disciplinary action; a dishonest act or violation of City instructions; etc. Some examples of acts, which under the provisions of this policy would be considered dishonest or in violation of City instructions, are:

A. CITY FUNDS, SECURITIES, PAYMENT PAPERS

All funds collected on behalf of the City shall be promptly and properly credited to the proper accounts. Employees shall factually report time worked or not worked including accurate details of work performed, materials used and money spent when applicable. Monies

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assigned as working funds, petty cash funds, etc., shall be used only for the City purposes intended and custodians shall adequately safeguard such funds.

Some examples of violations:

- A1. Misappropriation of funds by theft or falsification of records related to such funds.
- A2. "Temporary borrowing" of funds by unauthorized IOU's or lapping of citizens' payments.
- A3. Knowingly carrying worthless checks as part of a fund in substitution for cash.
- A4. Obtaining reimbursement or knowingly making payments from petty cash or other funds for unauthorized expenditures.
- A5. Altering (raising) amounts on petty cash vouchers or other payment papers for personal gain.
- A6. Forging of either endorsement or approving signatures on any payment paper.
- A7. Entering falsified and untruthful information on timecards or payroll time reports for the purpose of gaining unearned pay or concealing unauthorized absences.
- A8. Taking more time away from work than is actually required for an absence due to a jury duty summons.
- A9. Taking time off for personal reasons and reporting it as sick leave.
- A10. Filing false workers' compensation claims, i.e., following off-the-job injury or illness.
- A11. Failing to cooperate in returning to work as soon as possible following an industrial injury, for the purpose of extending workers' compensation benefits.
- A12. Padding personal expense accounts.
- A13. Knowingly processing, or approving, false or inflated invoices for payments to outside vendors (generally the result of collusive action).
- A14. Engaging in personal business during working hours.

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A15. Using City employment for the purpose of obtaining "employee" discounts on the purchase of items, such as auto parts, for personal use.

B. TOOLS, MATERIALS, SUPPLIES AND EQUIPMENT

All property, material, tools and equipment purchased or rented by the City shall be used exclusively for City operations and shall not be taken, loaned or personally used by employees.

Some examples of violations:

- B1. Theft or borrowing of City tools and equipment.
- B2. Use of City tools, equipment, materials, fuel or City labor on employees' or other parties' personal property, e.g., automobiles, private construction, etc.
- B3. Flagrant and willful abuse of City property, including vandalism.
- B4. Improper and unauthorized disposal of City property, including salvage, scrap or obsolete items.
- B5. Use of City vehicles or equipment, owned or rented, for other than authorized City use or allowing unauthorized persons to drive or ride in the vehicle (except in emergency situations).
- B6. Unauthorized purchases on City credit cards.
- B7. Offering aid or information to outsiders or other employees to be used for the purpose of misappropriating City property.
- B8. Use of City telephones for personal business which results in a long distance toll at City's expense.
- B9. Purchasing items on City accounts for personal use.

C. CONFLICT OF INTEREST

Employees of the City are expected to maintain the highest standard of ethical conduct and to avoid conflicts of interest. Management and supervisory employees should be especially alert to avoid working relationships between related employees which may give rise to conflicts of interest or which may place the

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employees in an untenable situation in the event irregularities occur.

Some examples of violations:

- C1. When an employee's personal interest or course of conduct in relation to outside interest is such as to affect such an employee's independence of judgment in discharging responsibilities on behalf of the City.
- C2. When an employee accepts gifts, payments, entertainment, loans, services, or promises of future benefits from any concern doing business or seeking to do business with the City, except personal loans from banks or other lending institutions.
- C3. When an employee acquires real estate with prior knowledge of possible subsequent acquisition or use by the City.
- C4. Participation as director, officer, partner, agent or employee of outside business concerns (which might give rise to a conflict of interest) without the prior consent of the City Manager.

D. CITY SERVICES

Electric power and water service are to only be supplied to customers in compliance with existing rules and regulations. Certain other services are rendered under appropriate authorization. All employees are expected to comply with authorized practices.

Some examples of violations:

- D1. Installation, rearrangement or removal of customers' or employees' facilities without proper approval and authorization.
- D2. Charging customers (for personal gain) for work normally provided free by the City.
- D3. Improper acts while on customers' premises.
- D4. Intentionally reporting false meter readings for the billing of customers' accounts (curb reading).

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E. CITY ACCOUNTS, REPORTS AND RECORDS

City accounts, reports and records should be prepared as accurately and completely as possible and except for public records, should not be released to outside parties.

Some examples of violations:

- E1. Release of original City records without proper approval.
- E2. Supplying customers', purchasers', suppliers', or employees' names, addresses or other data to outside solicitors.
- E3. Willfully destroying or altering City records.
- E4. Falsification of education, skills, experience or other pertinent data shown on initial or subsequent personnel records relied on for hiring or subsequent promotion.
- E5. Making false entries in the City's accounting forms, records or books of account and misleading reporting thereon.
- E6. Preparation of operating, personnel or other reports and studies which are intentionally false, incomplete or misleading.

6. Violations of these policies can result in disciplinary action up to and including discharge from employment. The severity of the discipline will be based upon the nature, number and frequency of the violations.

7. All violations of the foregoing will be reported via the chain of command to the City Manager and also to the Director of Personnel Services. The City Manager will determine whether or not to report the incident to the Police Department in those cases where the Police Department is not already involved.

8. The City Manager will determine the appropriate method of investigation as well as who should conduct the investigation for the purpose of determining all of the facts in the case.

9. After notification of the City Manager, an employee may be immediately suspended for up to three (3) workdays if,

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in the opinion of the Department Head, such action is deemed necessary because of the urgency of the situation.

10. Except as provided in 8 above for the purpose of insuring compliance with Skelly procedures, all disciplinary actions involving time off without pay or more severe discipline shall be reviewed by the Director of Personnel Services or the City Attorney prior to the discipline being imposed.

11. The City Manager shall be notified in advance of any suspension without pay being imposed on any employee.

F. FIREARMS

Employees of the City, other than sworn Peace Officers, shall not carry any firearm while on duty as an employee of the City, nor bring onto the worksite any firearm. Exceptions to this regulation may be granted only upon written permission by the City Manager and then only after meeting all local, state and federal laws.

EFFECTIVE: January 1, 1981

APPROVED: 
Robert Christofferson, City Manager

07/21/89

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05/01/87