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CODE OF PERSONAL CONDUCT

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PURPOSE

Employment with Uintah County denotes a public trust justified by the confidence that the citizens trust in the integrity of officers and employees of the County. County employees should participate in establishing, maintaining, and enforcing, and should personally observe, high standards of conduct in order to preserve the integrity and independence of the County. This policy should be construed and applied to further that objective.

SCOPE

This policy establishes standards of conduct expected of all County employees. It addresses the general performance of duties, abuse of position, confidentiality, conflict of interest, outside interests and secondary employment.

CROSS REFERENCE

Working Hours, Policy 300
Leave, Policy 400
Sexual Harassment & Discrimination, Policy 510
Alcohol & Drug Free Workplace, Policy 520
Use of County Equipment, Policy 530
Nepotism, Policy 540
Progressive Discipline, Policy 600

POLICY AND PROCEDURE

1. General

   A. Employees shall comply with the provisions of Utah Code Annotated 67-16-1 et.seq., "The Utah Public Officers' and Employees' Ethics Act".

   B. Employees whose conduct is governed by more than one standard of conduct shall conform to the more stringent standard.

2. Management

   A. Supervisory personnel shall make reasonable efforts to ensure that employees subject to their direction and control observe applicable federal, state, and local

laws, standards set out in these policies, and departmental procedures, policies and rules.

B. Supervisory personnel shall diligently discharge administrative responsibilities, maintain professional competence in County administration and assist other employees in the performance of their duties.

C. Supervisory personnel shall take action regarding any unethical conduct of which they may become aware, initiating appropriate disciplinary measures against an employee for any such conduct and reporting to appropriate authorities evidence of any unethical conduct.

D. Supervisory personnel may belong to an employee organization but shall not be eligible to be a representative or officer of an employee organization that assists employees in filing grievances or civil actions.

E. Supervisory personnel shall provide information and instruction to employees regarding the policies and procedures for their respective work locations.

3. Performance of Duties

A. Employees are expected to apply themselves to their assigned duties during the full schedule for which they are being compensated.

B. Employees shall not conceal, alter, falsify, destroy, mutilate, or fail to make required entries on any records for which that employee is responsible.

C. In the conduct of service, employees shall not discriminate or harass another person, by words or actions, bias or prejudice.

D. Employees shall respond to appropriate inquires and provide information regarding investigations or allegations related to County policy and procedures.

E. Employees shall not refuse to enforce or otherwise carry out any properly issued rule or regulation of the County, nor shall a County employee exceed that authority.

F. Employee shall not be required to perform duties not related to the official business of the County.

4. Abuse of Position

A. Employees shall use public resources, property, and funds under the employee's control, and any influence, power, authority or information derived therefrom, judiciously and solely in accordance with established procedures.

B. Employees shall not use or attempt to use a County position to secure privileges or exemptions.

C. Employees shall not dispense special favors to any member of the public or another employee, whether or not for remuneration.

D. Employees shall not assist any person in securing a contract with the County in a manner not available to any other interested person.

E. Employees shall not be influenced in the performance of duties by kinship, rank, or position.

F. Employees shall not request or accept a fee or compensation beyond that received in an official capacity for advice, information, or services that is otherwise available from the County.

G. Employees shall not solicit, accept or agree to accept any gifts, loans, gratuities, discounts, favors, hospitality, or services under circumstances from which it could reasonably be inferred that a major purpose of the donor is to influence the County employee in the performance of official duties. This subsection does not apply to the following:

1. An award presented in recognition of public services;

2. Any bona fide loan made in the ordinary course of business by any institution authorized by the laws of this state or any other state to make such loans;

3. Political campaign contributions if used in a political campaign of the recipient public officer or public employee;

4. An occasional non-pecuniary gift having a value not to exceed $50.

H. An employee shall not receive outside compensation for performance of the employee's County duties except in cases of:

1. An award of meritorious public contribution publicly awarded;

2. The receipt of honoraria or expenses paid for papers, transcripts, talks, demonstrations, or appearances made by the employee during work hours with the approval of the Commission; or on the employee's own time for which the employee is not compensated by the County and which is not prohibited by these rules;

3. The receipt of usual social amenities, ceremonial gifts, or advertising gifts.

5. Conflict of Interest

A. Employees shall exercise reasonable diligence to become aware of personal conflicts of interests, disclose such conflicts to the direct supervisor, and take appropriate steps to eliminate conflicts when they arise.

B. When an employee perceives a potential conflict of interest or has a question about the laws, statutes, policies, the employee shall discuss them with his or her supervisor.

C. Employees shall not have personal investments in any business entity which will create a substantial conflict between the employee's private interest and public duties. The employee shall disclose any such potential conflicts to the HR Director. The HR Director and the employee shall take appropriate steps to eliminate the potential conflict.

D. When an employee is required by the responsibilities of the position to take an action or make a decision which could be interpreted as a conflict of interest, the employee shall declare the potential to his or her supervisor and may be excused by the supervisor from such action.

6. Outside Activities

County employees shall not use County-owned property in support of outside interests and activities when such use would compromise the integrity of the County or interfere with the employee's County duties. Specifically, an employee who is involved in an outside activity such as a civic organization, church organization, committee unrelated to County 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 County offices;

C. Discourage any phone, mail, or visitor contact related to the outside interest at County offices;

D. Arrange for annual leave or compensatory time off in advance to pursue the outside interest during business hours; and

E. Not use data processing equipment, postage metering machines, copiers, and/or other County-owned equipment or supplies for outside interest in accordance with the Use of County Equipment policy.

7. Secondary Employment

A. Employment with Uintah County shall be the primary employment of full-time employees.

B. An employee may engage in secondary employment if the employment does not constitute a conflict of interest and conforms to the following provisions:

1. The secondary employment shall not interfere with employee's ability to perform job duties with full capacity; and

2. The secondary employment shall not be performed during the same hours that the employee is scheduled to work for the County.

C. An employee who accepts secondary employment shall report the employment to the Department Manager and to the HR Director. The report shall be in writing and shall contain:

1. The name of the employer;

2. The working hours;

3. A description of duties and obligations;

4. Any possible conflicts of interest; and

5. The anticipated duration of the employment.

8. Political Activity

An employee may participate in political activity that does not jeopardize the confidence of the public or of government officials in the impartiality of Uintah County.

A. Employees shall not participate in political activity which conflicts with or otherwise affects the mission and activities of the County.

B. Employees shall not engage in political activities during work hours, unless on approved leave.

C. Employees shall not use County-owned equipment, supplies or resources, and other attendant expenses (diskettes, paper, computer on-line and access charges, etc.) when engaged in political activities.

D. Employees shall not discriminate in favor of or against any person or applicant for employment based on political activities.

E. Employees shall not use their County titles or positions while engaging in political activities.

9. Violence

Violence will not be tolerated. Uintah County does not accept or condone violence in the smallest degree from an employee. Employees should treat other employees and members of the public with dignity and respect while acting in the scope of employment.

A. Violence is defined to include but is not limited to: physically harming another, shoving, pushing, harassing, verbal or physical intimidation, coercion, brandishing weapons, and/or threats or talk of violence.

B. Talk of violence, including joking, will not be tolerated.

C. Employees that witness violent acts or behavior, or have become subject to violence are encouraged to report them to their supervisor or Human Resources immediately.

10. Examples.

Below is a list of actions that Uintah County considers to be violations of the general Standards of Conduct. Employees engaging in such activities may be subject to disciplinary action, up to, and including termination:

A. Being under the influence of, possessing, distributing, or using alcoholic beverages or controlled substances.

B. Damage or destruction of County property, image, or reputation due to careless or willful acts.

C. Unauthorized possession or use of County property.

D. Insubordination or neglect of duty.

E. Excessive absence or tardiness.

F. Violation of public law while at work or on County property.

G. Interfering with the work of other employees.

H. Unwillingness to work courteously and harmoniously with other employees, customers, and other persons doing business with the County.

I. Failure to immediately report work related injuries or accidents regardless of seriousness.

J. Failure to accurately record time worked, tampering with another employee's time reports, or permitting any other employee to modify the employee's time report.

K. Giving false or misleading information to Uintah County, or failure to give required information to Uintah County.

L. Removing or revealing official private records or documents from a County work location without prior authorization.

M. Theft or filing fraudulent claims.

N. Solicitation or distribution of non County related literature during work hours or in work locations.

O. Posting or removal of any material on official County bulletin boards.

P. Engaging in verbal or physical assault on County property at any time.

Q. Fighting, practical jokes, hazing, horseplay, coercing fellow employees.

R. Any violation of official County policy or departmental policy.

S. Driving County vehicles without possession of a valid driver's license.

T. Using threatening, abusive, profane, or otherwise unwelcome language.

U. Gambling or sleeping during work hours.

V. Willful falsification of employee data, County records, or other official documents.

W. Modifying work schedule without prior supervisory approval.

X. Failure to conduct safe work habits, failure to use County provided safety equipment, or failure to report unsafe acts by others.

Y. Reckless or negligent operation of personal or County equipment while on County business.

Z. Misusing or abusing information technology and or telecommunications equipment or services including e-mail.

This list does not address all of the conduct or situations for which an employee may be disciplined. The list identifies general areas of misconduct and is not intended to be all-inclusive. The County reserves the right to add or amend the list at any time for any reason, with or without notice. The County, at its discretion, may also discipline an employee for misconduct that is not specifically listed in this policy.