

SECTION 407: HONESTY IN THE WORKPLACE

407.1 POLICY: It is the policy of Black Hawk County to encourage honesty amongst county employees in their dealings with the county as an employer and as public servants.

407.2 SCOPE: This policy applies to all Black Hawk County employees and covers all aspects of their duties from the application process to termination, including both county business and personal actions by the employees.

407.3 PROCEDURES/REQUIREMENTS: As a public employee, you serve in a position of public trust, you are compensated with public funds, and you are entrusted with public property. Your actions and your behavior must be honest and above reproach at all times. This policy requires complete honesty in the discharge of your duties, and it applies to your conduct whether you are on duty or off duty.

The conduct which is prohibited by this policy includes, but is not limited to, the following:

1. Stealing of cash, funds, or property of any kind belonging to the Employer, belonging to a fellow employee, or belonging to other persons who are on Employer property.
2. Failing to report or transfer to the Employer any funds or property belonging to the Employer.
3. Unauthorized use, possession or removal of vehicles, property or equipment belonging to the Employer, belonging to a fellow employee, or belonging to other persons who are on Employer property.
4. Falsifications of employment applications or any Employer records, including, but not limited to, work records and time records. This includes punching/signing another employee in or out.
5. Performing official duties in an unauthorized manner.
6. Charging items for personal use to an employer credit card or account, or making unauthorized withdrawals from an Employer account using a debit card.
7. Misuse or unauthorized use of accounts or allowances (clothing, mileage, meals, etc).
8. Converting surplus Employer property to personal use without authorization, or declaring property to be surplus or junk and then converting it to personal use.

9. Making improper claims for overtime when no overtime was worked, or working slowly to create the need for overtime.
10. Using the Employer's computer system to operate a personal business, or to conduct personal business, including, but not limited to, social networking (MySpace, Facebook, etc.), dating services, and auction sites (Ebay, etc.). Note: See the County's Computer, Internet, and Email Usage Policy.
11. Accessing the Internet on Employer time for non-Employer related purposes.
12. Using the Employer's telephone (land line or cellular telephone) for personal business. Note: See County's Building Policies and Procedures.
13. Using your own telephone on Employer time for non-Employer related purposes.
14. Downloading music or other non-work related computerized data.
15. Copying Employer-licensed software without authorization.
16. Downloading software without authorization.
17. Using sick leave, or any other leave of absence, for any purpose which is not authorized.
18. Sleeping or not working while on duty.
19. Using the Employer's postage machine for personal mail.

Employees should also be familiar with and abide by the conduct outlined in other County policies such as Work Rules; the Computer, Internet, and Email Usage Policy; the Discipline Policy; Buildings and Grounds Policies and Procedures, etc.

If you want to know whether certain conduct might be in violation of this policy or if you have any questions regarding this policy, please contact the Human Resources Department.

Any violation of this policy may be grounds for disciplinary action up to and including termination of employment.