

SECTION 401: WORK RULES

401.1 POLICY: It is the policy of Black Hawk County to encourage the standards of honesty, integrity, and proper conduct in its employees to assure the orderly and efficient operation of County government. Work rules covering personal standards of conduct, as well as standard operating procedures, are necessary to protect the health and safety of all employees, to maintain uninterrupted service, and to protect the County's good will and property.

401.2 SCOPE: This policy applies to all Black Hawk County employees. Whenever the provisions of this policy are in conflict with federal or state laws or regulations, or with a current collective bargaining agreement between the County and a certified bargaining unit, the provisions of the collective bargaining agreement and/or the laws or regulations shall prevail.

401.3 WORK RULES: The following work rules are not intended to be an exhaustive list, but a list of minimum expectations. The Board of Supervisors may adopt additional rules as it sees fit.

- A. Discrimination, harassment, or retaliation as defined in Section 403 of this handbook will not be tolerated. Any employee determined to have engaged in such behavior or conduct shall be subject to discipline up to and including discharge.
- B. Employees shall be at their designated work areas on time and ready to work, dressed appropriately for their position and job duties, in a neat and clean manner.
- C. Where operations are continuous, an employee shall not leave his/her post until replaced by the next shift employee or his/her supervisor.
- D. Employees shall not gather on County premises to conduct personal business without authorization of the Board of Supervisors.
- E. Employees shall follow all safety regulations, including the wearing of safety articles and the use of protective equipment. Employees shall report accidents or injuries to their supervisors immediately. Employees shall also report workplace injuries as soon as possible to Company Nurse.
- F. Employees shall be responsible for and shall not abuse, misuse, or steal County property, records, or other materials in their care, custody, or control. County property, records, or other materials shall not be removed from County premises without written permission from the employee's Department Head or the Board of Supervisors. Employees shall not abuse, misuse, or steal property of any County employee or non-employee.

- G. Employees shall not litter work areas or create or contribute to unhealthful or unsanitary conditions.
- H. Employees shall interact with the public and fellow employees in a courteous and professional manner (see Section 401.4 below).
- I. An employee shall report to his/her supervisor in accordance with departmental rules when unable to report for work and provide a satisfactory reason for his/her absence.
- J. Employees shall notify their supervisor or the Human Resources Department whenever there is a change in their personal data.
- K. Employees shall not restrict, interrupt, or interfere with the work of others.
- L. Employees shall report for and remain at work in a condition fit to perform their duties. Employees shall not report to work under the influence of alcohol, illegal drugs, or controlled substances as defined in Section 405, Drug and Alcohol-Free Workplace Policy, of this handbook.
- M. Employees shall not neglect duties and responsibilities, sleep on the job, refuse to perform assigned work or to follow instructions of their supervisors, or divulge confidential information concerning employees, clients, residents or members of the public.
- N. While on duty or on County premises, employees shall not violate the law, gamble, fight or start a disturbance, use profanity or abusive language, engage in horseplay or immoral conduct, assault or intimidate a County employee or non-employee.
- O. Employees shall not act in conflict with the interests of the County, engage in partisan political activity or unapproved soliciting during working hours or on County premises, or use their position for personal gain or to coerce others.
- P. Employees shall not post notices on County premises without prior written approval from the appropriate authority.
- Q. Employees shall not possess unauthorized firearms, weapons, or dangerous substances while performing job duties or on County premises.
- R. Employees shall not falsify personnel records, claims of work-related injuries or illnesses, or County records or reports. Employees shall not punch or sign another employee's time card or work sheet.
- S. Employees shall not possess, consume, or sell alcohol, illegal drugs, or controlled substances on County premises or while performing job duties.

T. Employees shall fully cooperate in any departmental investigation.

U. Employees shall not access or divulge confidential Black Hawk County or employee information protected by privacy and/or security policies unless properly authorized to do so by the County. This shall include accessing or divulging protected health information under the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

V. While off the job, County employees are expected to:

1. Conduct themselves in a manner which does not reflect adversely on Black Hawk County as an employer.
2. Avoid outside employment that in any way interferes with the employee's County job or creates a conflict of interest. Employees shall notify their Department Head prior to accepting outside employment.
3. Not use or permit the use of any publicly-owned property, vehicle, equipment, labor, service supplies (new, surplus, scrap, or obsolete) for the personal convenience or advantage of the employee or any other person, except for that use which is generally available to the public.

Individuals who violate the County's Work Rules may be subject to discipline in accordance with the County's Discipline Policy at Section 406 of this handbook.

401.4 PROFESSIONAL CONDUCT: People who work together have an impact on each other's performance, productivity, and personal satisfaction in their jobs. In addition, how our employees act toward the public, residents, vendors, etc. influences their perception of Black Hawk County as a service provider and employer.

Because an employee's conduct affects many more people than just him/herself, we expect employees to act in a professional manner whenever on County property, conducting County business, or representing the County at business or social functions. Although it is impossible to provide an exhaustive list of everything that professional conduct means, it does, at a minimum, include:

- Following all applicable rules in this Employee Handbook;
- Refraining from rude, offensive, or outrageous behavior;
- Refraining from ridicule and hostile jokes;
- Treating coworkers, customers, residents, and others with patience, respect, and consideration;
- Being courteous and helpful to others; and
- Communicating openly with supervisors, managers, and coworkers.

Individuals who act unprofessionally may be subject to discipline in accordance with the County's Discipline Policy at Section 406.

401.5 ADMINISTRATION OF WORK RULES: Department Heads are authorized to adopt additional rules for their departments that do not inhibit the effectiveness of or conflict with the rules listed in this section, and which are consistent with the merit principles cited in Section 102.4 "Objectives and Scope" of this handbook.

The Human Resources Department shall be responsible for the overall administration of work rules, including recommending revisions, deletions, or adoption of additional rules. He/she shall also be responsible for advising Department Heads on the proper implementation of work rules.