

## **CHAPTER 9**

### **Appearance and Conduct**

#### **A. Appearance**

All employees are required to maintain a clean well-groomed appearance in conjunction with the position they hold.

1. Department managers are responsible for enforcing the proper dress, personal appearance, hygiene, and service provided by their department.
2. Dungarees or similar clothing will not be worn by office personnel or personnel other than those persons for whom such clothing is appropriate due to the nature of their work.
  - a.) However, the City Manager may, at his/her discretion, authorize the wearing of such clothing for special occasions.

#### **B. Conduct**

All employees shall:

1. Treat their co-workers, supervisors, department manager, City Manager and Council Members with appropriate respect for the positions they hold, and carry out all instructions from management to the best of their ability.
2. Conduct themselves in a manner so as to be a credit to the City both on and off duty.
3. Be just and honorable in all their relations with each other. They will not make false reports and statements or gossip to the discredit or injury of another City employee or concerning municipal matters; nor will they act in a manner directed toward creating a disturbance or dissension within City departments.
4. Not consume or have in their possession, while on duty, or during any authorized work break any alcoholic beverage or unlawful drugs.
5. Not possess any gambling devices or paraphernalia on City property with the intent to use the same for an unlawful purpose, nor will employees conduct or attend or make any bet, lottery or gambling for profit during working hours.
6. Adhere to the City's Drug and Alcohol Policy to ensure that all employees are free from drug and alcohol abuse. Consequently, the use of alcohol and illegal drugs while on duty is prohibited. The City has a zero tolerance policy against drugs and alcohol. This policy is to ensure a positive and productive work environment.

**C. Attendance**

Employees are required to be at their assigned work stations prepared to work, on time, and as scheduled each day.

1. If an employee, for some unavoidable reason, cannot report for work, he/she will notify his/her supervisor or department manager prior to the first normal duty hours, or within thirty (30) minutes following the time scheduled to report for work.
2. Failure on the part of an employee to comply with these policies will be cause for disciplinary action.

**D. Hours of Work**

Hours of work will be established by each department manager and upon approval of the City Manager.