




# City of Olympia Administrative Guidelines

<b>GUIDELINE #24</b> Standards of Conduct	
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## Administrative Guideline #24 – Standards of Conduct

### 24 Standards of Conduct

**24.1. PURPOSE:** To establish standards of conduct for City employees.

**24.2. REFERENCE:** City of Olympia, Administrative Guideline, Disciplinary Action

**24.3. APPLICATION:** This Administrative Guideline applies to all individuals employed by the City of Olympia or who serve in a volunteer capacity unless standards of conduct are established otherwise by contract or statute (e.g., Civil Service Rules, Union Contract). Departments are encouraged to adopt additional standards of conduct to enhance the operational effectiveness of the department provided the department's standards are consistent with the guidelines contained herein.

**24.4. POLICY:** Every individual employed by the City of Olympia or performing volunteer work for the City of Olympia is expected to fully perform the duties and responsibilities of his/her assigned position in a manner which contributes to the achievement of the City's mission and is consistent with the City Philosophy Statement and values contained therein. Failure to perform in such a manner may result in disciplinary action including discharge from City service.

**24.5. GUIDELINES:**

**24.5.1. PROHIBITED BEHAVIOR:** The following examples of behavior are contrary to the City Philosophy Statement and values, are not acceptable and may result in disciplinary action to include discharge from City service.

- a. Improper use of the employee's position for personal gain or for political or religious reasons.
- b. Soliciting or coercing a contribution, response or action for political or religious purposes in the name of the City or while on duty.
- c. Insubordination to a supervisor, department director, the City Manager, or City Council Member.
- d. Discourteous treatment of a supervisor, department director, the City Manager, City Council Member, the public or a fellow employee. This includes assault or outward display or action of anger, or any behavior outlined in Administrative Guideline No. 3, Harassment.
- e. Assault or outward action of anger.
- f. Driving without the required drivers' licenses; driving in an unsafe manner; driving while under the influence of any substance that causes a hazardous or unsafe condition.
- g. Gambling for items of value during working hours or on City premises, except for charitable fund-raising purposes such as raffles or drawings which are licensed, for which a permit is granted, or which is exempt there from.
- h. Conviction of a crime that brings discredit to the City or hinders the employee's ability to perform in his/her job capacity.
- i. Inattention to or dereliction of duty.

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- j. Personal acceptance of gratuities or presents designed to affect the City's response to the public or special interest groups (e.g., taking bribes for action) whether or not an affect or influence actually resulted.
- k. Using City property or City services for personal use, taking City equipment or property from City premises for personal use, or taking City equipment or property from City premises for City use without specific prior knowledge and approval by the department director or his/ her designee and then only for educational or training purposes.
- l. Accepting outside employment without the prior approval of the department director. The department director shall not approve outside employment which detracts from the efficiency of the employee in his/her City work, conflicts with the interest of the City, would discredit the City or would prohibit the employee from performing extra duty required by City employment.
- m. Failure to follow the directions of a supervisor, department director, or the City Manager.
- n. Failure to satisfactorily perform assigned work, or to apply reasonable judgment or discretion in performance of a job assignment.
- o. Abusing or being wasteful of materials, property or work time.
- p. Failing to report to the supervisor when absent, or being absent.
- q. Habitual absence or tardiness, even if excused.
- r. Discussion of confidential City business with unauthorized persons.
- s. Failure to follow established safety precautions.
- t. Other similar misconduct not specifically described above.

**24.5.2. PERSONAL APPEARANCE:** Employees are expected to dress for work in a manner that enhances their ability to perform assigned work and conveys an image of service and professionalism to client citizens. All employees are expected to be neat and clean in attire and modest in appearance so as not to create a distraction. Clothing should be comfortable and not restrict the employee from physically performing his/her work. Because appropriate attire is determined by the nature of work performed, department directors have responsibility for establishing specific dress requirements within their department.

**24.5.3. VEHICLE USE:** City vehicles are to be used entirely for City business purposes with only de minimis personal use. When the City requires an employee to commute to and/or from work in a City vehicle, the vehicle may be used only for that purpose other than de minimis personal use. Employees who use City vehicles which are not exempt from taxation as established by the Internal Revenue Service will be subject to taxable fringe benefits for the commuting use. The City intends to use the "Commuting Valuation Rule" in determining the value of commuting use. (As of July 6, 1989, \$1.50 each way).

**24.5.4. EMPLOYEE IDENTIFICATION:** For benefit of the public and other City employees, all employees are required to have on their person at all times the official City of Olympia employee identification card. Furthermore, all employees who come to the City Hall building at 900 Plum St. SE must wear their City identification visibly while in this building (except those employees who are wearing City uniforms).

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