



Standards of Conduct For:

**Part Time,
Seasonal and
Temporary**

City Employees

Bureau of Employee Relations

City of Rochester

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STANDARDS OF CONDUCT
JOB PART TIME, SEASONAL AND TEMPORARY CITY EMPLOYEES

As a City of Rochester employee, it is your responsibility to provide the public with services of the highest quality. Every employee plays a role in the City's programs to serve the needs of the community.

As an employer, the City of Rochester will strive to offer you good working conditions, fair pay and opportunities for advancement. In return, employees are expected to be valuable and conscientious members of a team whose mission is to provide quality service.

The City of Rochester has established standards of conduct governing employees in the workplace. These standards are designed to maintain a proper work atmosphere for the mutual benefit of the City and its employees, and to insure a high quality of service for the public. This manual contains work standards of general applicability which may be supplemented by standards established by individual departments. Individual work units may also establish work rules and procedures (both written and verbal) that apply to their employees.

All City of Rochester employees are also subject to the provisions of the City Code of Ethics. The Code of Ethics is available from the Bureau of Employee Relations, City Hall or from your supervisor.

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I. DISCIPLINARY ACTION

The City has the right to discipline employees for offenses in the workplace. For most offenses a system of progressive discipline will be used.

In cases of more serious offenses, the City is not bound to use progressive discipline. Some offenses are regarded as so serious that no specific warning or prior disciplinary action is needed before suspension or discharge.

Employees should be aware that serious offenses may lead to discharge.

When employees violate City rules, either written herein or implied, it is the responsibility of the supervisor or department head to take appropriate action as indicated by the type, degree and frequency of the offense.

II. GENERAL EMPLOYMENT RULES

The following sections contain general employment policies. Included are practices and actions that violate City employment rules and are therefore prohibited. This list is not intended to be complete; any form of misconduct, whether or not it is covered by this list, may result in appropriate disciplinary action.

A. Discipline and Conduct on the Job

Participation in any of these activities may result in disciplinary action, including discharge.

1. Refusal to obey the order of a supervisor or any other representative of management.

2. Dishonesty to supervisors.
3. Rudeness toward any member of the public.
4. Use of profane, obscene or abusive language on the job.
5. Fighting on City property or threats of physical violence to others.
6. Deliberate or negligent destruction or abuse of City equipment or property or private property.
7. Disorderly conduct or horseplay that is dangerous or disruptive to others.
8. Carrying weapons on City property or during work hours.
9. Sleeping or loafing during work hours.
10. Personal work on City time.
11. Faulty work after attention has been called to same.
12. Stealing private or City property.
13. Gambling on City property.
14. Unauthorized possession or consumption of alcoholic beverages on City property or during work hours.

15. At work while under the influence of alcohol or non-prescribed controlled substances (drugs).
16. Possession, consumption or solicitation of illegal drugs on City property, or during work hours.
17. Solicitation or distribution of non-work related written or printed material during work time without authorization.
18. Solicitation for any non work-related goods and services during work time without authorization.
19. Knowingly and without authorization, registering time on another employee's attendance record or time card.
20. Falsification of work, attendance, personnel or other records.
21. Permitting an unauthorized employee to register time on your attendance record or time card.
22. Unauthorized use of City property, including vehicles, for private business or any personal gain.
23. Divulging confidential, data or information relating to City business and operations to unauthorized personnel.
24. Allowing any other person to use one's identification card.

25. Refusing to produce one's identification card when required to do so by authorized personnel.

26. Entering City facilities without authorization or assisting unauthorized persons to enter any City facility.

27. Refusing to permit a guard to inspect any package, briefcase or purse when the employee is leaving the workplace and the guard has reason to believe or suspect that City property may be contained therein.

28. Removing from City premises any records or property belonging to the City or another employee without authorization.

29. Unauthorized posting or removal of notices, signs or writing in any form on bulletin boards or City property at any time.

30. Being absent from the worksite without the authorization of a supervisor.

31. Overstaying lunch or break periods.

32. Violating the City safety rules, policies or practices.

33. Failure to provide the City with correct home address and telephone number.

34. Failure-to maintain a current driver's license when required for the job.

B. Employees Appearance

Uniforms, insignias, or special protective clothing designated for specific jobs or work situations shall be worn as required. In keeping with the City's professional standards,,you must dress appropriately when conducting City business.

C. Conduct with the Public

In keeping with the City Code of Ethics, Section C (6), "No City officer or employee shall solicit any gift, nor shall any City officer or employee accept or receive any gift having a value of \$25.00 or more, regardless of the form of the gift, from any person who has an interest in any matter proposed or pending before any CityAgency.. The provisions of the subsection shall not apply to contributions solicited or received in accordance with the Election Law of the State of New York."

D. Moonlighting

Employees of the City of Rochester are prohibited from engaging in outside employment if the hours of such employment conflict with the assigned hours of work for the City. This includes either working for an employer other than the City, or by self-employment.

III. EMPLOYMENT RULES REGARDING ATTENDANCE

You must report to your worksite at the proper time. If for any reason you cannot be present at work, you must inform your supervisor. If you must leave work at any time, you must obtain your supervisor's permission. Failure to properly inform your supervisor about any absence from work and obtain approval will be regarded as unauthorized absence and will result in disciplinary action.

A. Tardiness

Employees who arrive after their regularly scheduled starting time are tardy and will not be paid for the time that they miss.

If you must be late for work, you must..notify your supervisor or a designated telephone number, as soon as possible before the regularly scheduled starting time.

You will be subject to disciplinary action if you are tardy.

B. Unreported Absences

You must inform the City of all absences from work no later than the scheduled starting time. To properly report an absence, you must call your supervisor or a designated phone number.

You will be subject to disciplinary action for each unreported absence from work.

C. Unauthorized Absence

Any absence from work without obtaining proper authorization shall be regarded as an unauthorized absence. An unauthorized absence may result in disciplinary action.

IV.- WORK SCHEDULING

A. Overtime

Supervisors may schedule employees to work overtime, All overtime work must be authorized by a supervisor. Overtime work is subject to attendance rules (See Part IV). Overtime is paid at the rate of time and one-half for time worked-over forty (40) hours in a week.

B. Overtime and Lunch Periods

Some part time, seasonal and temporary employees work schedules that may include a lunch period. You will not be entitled to overtime pay for working through a lunch period, unless you have worked through a lunch period at a supervisor's request and work over forty (40) hours in that week. Lunch breaks will be scheduled by the supervisor.

C. Rest Periods

Employees scheduled to work full or partial days may receive ten minute rest periods depending on their assigned work schedule. Rest periods may be granted by the supervisor when work levels and the needs of customers allow. Rest periods are not guaranteed.

V. GENERAL INFORMATION

A. Security of Office Buildings, Desks and Files

All files containing confidential departmental records and documents should be kept locked before and after normal working hours to prevent theft and/or destruction.

Keys to desks and files should be accessible only to authorized personnel.

B. Telephone Use/Answering Procedure

Telephones should be answered promptly and courteously. You should identify yourself or the office. Telephones should not be left unattended or unanswered.

When possible, answer any telephone inquiries immediately. Keep transfer of calls to a minimum. If you cannot answer a caller's question, obtain the caller's name, address and telephone number. Then attempt to find out who may be able to handle the question. Return the call and provide the information to the caller.

Telephones are provided by the City for the conduct of official business. Use of City telephones for personal calls should be strictly limited. Long distance personal calls may be made only in emergencies with prior approval from your supervisor.

C. Receiving Complaints from the Public

When you receive a complaint or observe a problem regarding a City Service, it is important that the citizen receive a concerned, courteous response. If the complaint is outside of your department's jurisdiction or if the citizen indicates that this is a repeat of a prior complaint or problem which remains unresolved, refer or transfer the complainant to the Mayor's Service Office at 428-7065. The staff of the Service Office is trained in problem resolution, and will follow through with the citizen. The Service Office also serves as a central source of information about City services and programs.

D. News Media Inquiries

From time to time, reporters may call offices to verify information or to receive explanations about departmental activities. Employees should not answer the inquiry themselves, but should indicate that the call will have to be returned. The supervisor, and in most instances the department head, should be informed of the inquiry.

E. Personnel Information

All requests for personnel information about past or present employees must be referred to the Bureau of Employee Relations, ext.'7243. Personnel information is to be released only by employees authorized to do so. If you need assistance with a personnel form or employment references, contact Employee Relations at ext. 7243.

F. Authorization to Purchase Goods

You may not purchase goods or services without authorization from your supervisor. You may not purchase goods or services in anticipation of being reimbursed by the City. City purchasing procedures must be followed.

VI. GENERAL SAFETY RULES

The City considers safety to be equal in importance to other management functions such as productivity, cost, morale and quality of service. Employees are expected to become action-oriented safety observers for unsafe acts.

A. Prevention

- 1.You are expected to perform your job duties safely.
- 2.You are not allowed to pose a safety threat to yourself or to fellow employees. You shall report any unsafe conditions to your supervisor immediately.

3, You shall report any unsafe conditions to your supervisor immediately

4. Employees who are issued safety equipment by the City are expected to maintain such equipment in good order and to wear the equipment on the job as directed. Failure to wear and maintain such safety equipment may result in disciplinary action.

5. Drivers of City vehicles shall obey all posted speed limits and traffic rules.

6. Any vehicle maintenance failure found before or during work shall be reported to the supervisor.

B. Safety Incident Reporting Procedures

You must report immediately any unsafe condition or safety-related incident to your supervisor regardless of whether injury to you or another employee or damage to City owned equipment has occurred.

1. Reporting Accidents Involving Personal Injury to Employee

a. Injured employees shall, whenever physically possible, report any accident experienced on the job to their supervisor immediately.

b. If you are absent from work due to a compensable injury or illness, you must keep your supervisor informed of the anticipated duration of the absence.

2. Motor Vehicle Accidents

a. Reporting Accidents

Employees involved in motor vehicle accidents with City equipment shall immediately contact their supervisor and the Police.

b. Determining Cause and Preventability

(1) Motor vehicle accidents shall be reviewed for cause and preventability by the Accident Review Panel. The results of the accident review, in every case, will be forwarded to the appropriate department head.

(2) Preventable motor vehicle accidents shall be defined as follows:

A motor vehicle accident wherein the driver failed to do everything reasonably possible to prevent the accident.

You are subject to discipline, including termination from employment, when you are involved in a preventable motor vehicle accident involving City equipment.

(3) Failure to report a motor vehicle accident involving a City vehicle, as outlined in paragraph 1.a. above, regardless of preventability, shall constitute a separate offense and shall subject the employee to discipline.