

3 Employee Rules

- 3.1 Wherever people work together, basic rules and guidelines for conduct are necessary to ensure a productive work environment, one which is free from harassment and discrimination, will protect the interests and safety of all employees, and will encourage and support orderly operations on behalf of the organization.

It is the responsibility of every employee to be aware of and abide by existing rules and regulations. It is also the responsibility of the employee to perform their duties to the best of their ability and to the standards determined by their job description or as otherwise established.

As public servants, Kingman County employees must demonstrate high standards of personal conduct and integrity. Virtually every County employee is highly visible to County taxpayers and, as a result, can either enhance or hinder the image of County government by the public.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace or for any other act that is inappropriate, illegal, or otherwise unacceptable. The following are examples of infractions of rules that may result in disciplinary action, including termination of employment.

- 3.2.1 Insubordination, or refusal to follow orders and instructions or to do work as directed by a department head or other member of supervision, or to fail to carry out County and/or Department policies and procedures set forth in this Manual or otherwise made known to employees;
- 3.2.2 Interference with County business, inefficiency, incompetence, neglect of duties, unsatisfactory job performance, misuse or lack of County financial responsibility;
- 3.2.3 Excessive unexcused tardiness or unexcused absence from work or an attendance record which demonstrates a consistent or continual lack of availability to perform required duties during the normal workday hours;
- 3.2.4 Dishonesty and any breach of trust, claiming or taking any leave under false pretenses;
- 3.2.5 Theft, possession, unauthorized use or removal from the County, property of the County or others without explicit authorization by the County;
- 3.2.6 Employees shall be courteous and respectful at all times to both the general public and to co-workers. Employees shall be just and honorable and shall not make statements to the discredit of others;

- 3.2.7 Abusive, hostile, disrespectful, vulgar, unlawful harassment, or discourteous language, threatening, fighting, or causing injury to the person(s) or property of the County, to County personnel or others doing business with or seeking to do business with the County;
- 3.2.8 Any conduct that is perceived to be of a hostile, intimidating, or retaliatory nature or intent, or is otherwise disruptive to the morale and productivity of the department;
- 3.2.9 Being under the influence or possession of, sale or attempted sale, or use of alcohol, illegal drugs, or other substance abuse, including non prescribed or prescribed drugs and substances/intoxicants, on County time and/or property;
- 3.2.10 Possession of weapons, explosives, or dangerous or unauthorized materials on County time and/or property;
- 3.2.11 Engaging in conduct which violates any law other than minor traffic offenses of the State of Kansas or Kingman County;
- 3.2.12 Failure to maintain proper and current licenses and certificates;
- 3.2.13 Falsification of documents and/or records;
- 3.2.14 Failure or refusal to report to work at the designated time without a reasonable and documental explanation; refusal to submit requested documentation;
- 3.2.15 Abuse of County time, including abuse of lunch and break periods;
- 3.2.16 Horseplay or negligence that results in personal injury or damage to equipment; conduct that is unsafe or otherwise disregards safety practices;
- 3.2.17 There will be no unauthorized or misuse of telephones, personal cell phones, mail system, computers, internet systems, copiers or other County-owned or leased equipment;
- 3.2.18 Outside employment that adversely affects or conflicts with County interest;
- 3.2.19 Violation of safety or health rules;
- 3.2.20 Sleeping when on the job.