

# Section VI: Employee Conduct

## Subject: Code of Conduct

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### POLICY PURPOSE STATEMENT

This policy section sets forth standards of integrity, ethics and principles of public service and establishes work and employee conduct rules for employees.

### POLICY GUIDELINES AND PROCEDURES

1. **Professionalism.** Lehi City is a professional association whose purpose, among others, is to provide professional services to its citizens. Its employees must adhere to high standards of public service that emphasize professionalism, courtesy, and avoidance of even the appearance of illegal or unethical conduct. Employees are required to efficiently carry out the work items assigned as their responsibility, to maintain good moral conduct, and to do their part in maintaining good relationships with their supervisors and fellow employees, the public, and other employees and officials.
2. **Privileged Information.** Lehi City employees involved with information of significant public interest may not use this privileged information for personal gain, nor to benefit friends or acquaintances. If an employee has an outside interest that could be affected by any Lehi City plan or activity, this situation must be reported to the City Administrator immediately. Each employee is charged with the responsibility of ensuring that only information that should be made available to the general public is released as defined in the Government Records Access and Management Act.
3. **Confidentiality.** Fellow employees have an unquestionable right to expect all personal information about themselves, their illness, their family and financial circumstances to be kept confidential. Every employee has an obligation to protect this confidence. Never discuss privileged information with others who are not authorized to receive it, either inside or outside the office.
4. **Gifts and Gratuities.** Lehi City employees will not accept gifts or gratuities except under circumstances allowed by the Utah Municipal Officers' and Employees' Ethics Act (10-31301 et al) , which allows an occasional nonpecuniary gift, having a value of not in excess of \$50. This paragraph should not be used to prevent the legitimate pursuit of contributions in support of various City programs by City Officials.
5. **Attendance.** Regular attendance and punctuality are essential to providing high quality work, service to customers, and to avoid extra work for fellow employees. Therefore, employees shall be in attendance at their work stations during normal working hours. When the employee is going to be late or will not be able to report to work, the employee must notify his/her Supervisor prior to the scheduled work time. If the employee is ill or has

an emergency, he/she should notify a Supervisor (immediate Supervisor preferred) as soon as possible on each day of absence.

6. Appearance. The City reserves the right to expect its employees to present a favorable impression during any contact with the public. All employees are expected to maintain a neat and clean personal appearance. Standards of dress shall be appropriate to the job and the tasks to be accomplished.

7. Non-Fraternization. This policy provides guidelines and definitions to follow regarding relationships in the workplace. Employees should avoid situations where a conflict of interest may arise or where workplace relationships may result in claims of favoritism or harassment.

Policy:

Dating, request for dates and/or personal relationships between management and persons within their scope of influence are prohibited.

Definitions:

Management is defined as all exempt positions to include Manager, Supervisor, Trainer, Owner, etc.

Scope of Influence includes the ability to affect salary, promotional status, performance appraisal content, work assignment, etc. If an employee is unsure if they fall within the scope of influence of another person, they may contact the Human Resource Office.

If a relationship develops, the manager, supervisor or trainer involved is responsible to immediately disclose the existence of the relationship in writing to his/her supervisor and department head.

Failure to comply with this policy will result in disciplinary action up to and including termination.

Employees who knowingly make false accusations concerning fraternization may be disciplined up to and including termination

8. Personal Use of Lehi City Property. Employees shall not utilize Lehi City property for personal use or for use in non-city activities such as personal business, home projects, etc. Employees shall not borrow city equipment or use city services for any type of personal use or personal gain. Additionally, employees shall not utilize the city's relationship with vendors or other organizations for the ordering of supplies, equipment, services, or other commodities for non-city use, such as procuring office supplies, automotive parts or services, landscaping materials, construction supplies, or any other parts or services.

- a. Postage Meters. No employee shall be allowed to use Lehi City owned postage metering machines at any time for posting and mailing of any material of a non-city nature.

#### 9. Time Cards

- a. All hourly employees of Lehi City subject to FLSA regulations are required to maintain an accurate and legible record of all their hours worked for Lehi City on time cards.
- b. All salaried employees not subject to FLSA regulations are required to maintain an accurate and legible time card of all leave hours used. A time card shall be turned in, even if no leave time is used during the pay period.
- c. Time cards will be signed and dated by the employee, and forwarded to the City Administrator, or designee, as directed for review and payment.

10. Credit Cards. Lehi City credit cards shall be used for official business only, and shall not be used for the personal convenience of an employee.

11. Non-City Activities. Lehi City employees shall not use Lehi City owned property in support of outside interests and activities. Specifically, an employee who is involved in an outside

12. Activity such as a civic organization, church organization, committee unrelated to Lehi City business, public office, or service club, shall:

- a. Pursue the non-City activity on the employee's own time.
- b. Pursue the non-City activity away from Lehi City offices.
- c. Discourage any phone, mail or visitor contact related to the non-City interest at Lehi City offices.
- d. Arrange for annual leave or compensatory time off in advance to pursue the non-City interest during business hours.

#### 13. Political Activity

- a. An employee shall not be coerced to support a political activity, whether funds or time are involved.
- b. An employee shall not engage in political activity during work hours, unless on approved leave.
- c. An employee shall not use Lehi City owned equipment, supplies or resources, and other attendant expenses (diskettes, paper, computer online and access charges, etc.) when engaged in political activity.
- d. An employee shall not use, discriminate in favor of or against, any person or applicant for employment based on political activities.
- e. An employee shall not use the employee's title or position while engaging in political activity.

#### 14. Secondary Employment

- a. Lehi City employment is primary.

i. Employment with Lehi City shall be the employee's primary employment. Lehi City employees are permitted to engage in secondary or outside employment under the following guidelines. Outside employment must not be of a type that would reasonably give rise to criticism or suspicion of conflicting interests or duties.

ii. Employees are required to provide written notification to the employee's department director and the City Administrator, or designee, using the Employee's Notice of Secondary Employment form before starting any secondary or outside employment. This notification should include the following information:

- A. The employer's name, business name, and business address.
- B. A general overview of the type of business engaged in by the secondary employer.
- C. The specific duties engaged in by the employee at their secondary employment.

b. Lehi City's approval process

i. The City Administrator, or designee, shall review the information contained in the Employee's Notice of Secondary and determine whether the employee's secondary employment is approved or denied. Factors to consider include, but are not limited to, the following:

- A. That the secondary employment reasonably articulates some factor or factors which could negatively impact their employment with Lehi City. For example, that the secondary employment could reasonably be expected to be too physically or mentally draining on the employee.
- B. That the secondary employment could invoke a conflict of interest with their employment with Lehi City
- C. That the secondary employment is immoral or unethical.
- D. The recommendation of the immediate supervisor of the employee seeking approval for secondary employment.

ii. This decision shall be communicated in writing to the employee, using the same Employee's Notice of Secondary Employment. The employee is expected to abide by the final decision of the City Administrator.