

# EMPLOYEE CONDUCT POLICY

---

## POLICY

You must engage in appropriate and ethical conduct while carrying out your official duties and while involved in off-duty activities which may directly reflect on the department.

## DEFINITIONS

- **Immediate family:** A spouse, parent or step-parent, grand-parent or step-grandparent, sibling or step-sibling, child, grandchild or step grandchild. For the purposes of this policy only a cohabitant shall be considered part of the immediate family.
- **Chain of Command:** The departmental table of organization and your unit table of organization. You must obey the lawful order of a supervisor. If given an instruction or order that conflicts with a previous instruction or order, inform your supervisor of the conflict and follow the order as directed.

As an employee of the Department of Labor you must:

- Comply with all federal and state laws, regulations and/or statutes, department policies and lawful instructions/orders.
- Enforce all rules, regulations and policies of the department.
- Maintain a safe, secure and sanitary work environment.
- Meet all your responsibilities for dependability.
- Report an arrest and subsequent disposition, including conviction, to your supervisor on or by the next scheduled work day following the arrest, but no later than 48 hours after the incident. If you are on extended leave, you must report any arrest and subsequent disposition, including conviction, to your supervisor within 48 hours.
- Inform the appropriate supervisor and the Human Resources unit in writing of any change of address and/or telephone number within 48 hours.
- Immediately report any medical condition or use of medication which may affect job performance or judgment to your supervisor.
- Maintain appropriate demeanor and professional manner at all times, showing respect to other employees and the public.
- Maintain good stewardship of all state property and equipment.
- Be courteous and accommodating in all your dealings with the public, including over the telephone.
- Cooperate fully and truthfully in any inquiry or investigation conducted by the Department of Labor and any other law enforcement or regulatory agency.
- Appropriately file information as required by the State Ethics Commission or Hatch Act.

## PROHIBITED BEHAVIOR

The Department of Labor prohibits the following behaviors:

# EMPLOYEE CONDUCT POLICY

---

- **General:**

- Any act that jeopardizes the health, safety, or welfare of the staff and the public.
- Sleeping or inattentiveness while on duty.
- Abuse or excessive use of sick time, leave or workers' compensation.
- Unlawfully distributing, selling, possessing, using or being under the influence of alcohol or drugs while on your job or subject to duty.
- Engaging in abusive or obscene language, threats and/or intimidating behavior.
- Engaging in unprofessional or illegal behavior both at and off work that could in any manner reflect negatively on the department.
- Engaging in any activity which would impair your independence of judgment or otherwise conflict with the proper discharge of your work.
- Engaging in behavior which is sexually, emotionally, or physically abusive toward the staff or public.
- Retaliating against an employee for filing a complaint or for performing their official duties.
- Releasing any confidential information or unauthorized or inaccurate information, records or documents.
- Falsifying any time card, attendance report, or other agency record or giving false information to anyone whose duty it is to make such a record.
- Using your official position to gain any personal advantage or an advantage for another in any improper or unauthorized manner.
- Possessing, carrying, or otherwise transporting a firearm or other weapon while on state business.
- Accepting any unauthorized item or service for yourself or family members, including but not limited to, a gift, loan, political contribution, reward or promise of future employment.
- Misusing or willfully neglecting state property, funds, materials, equipment or supplies.
- Stealing or possessing without authority any equipment, tools, materials, or other property of the agency or attempting to remove those items from the premises without written permission from your supervisor.
- Refusing to do assigned work or work overtime if directed, or failing to carry out the reasonable directive of a manager, supervisor or department head.
- Operating state-owned or private vehicles on state business without proper license and insurance coverage.
- Using for non-business purposes or removing from the work place agency property, equipment or office supplies (stationary, pre-stamped envelopes,

## EMPLOYEE CONDUCT POLICY

---

etc.)

- Using agency phones or the state network not in accordance with the state's acceptable use policy.
- Using a state-owned vehicle for personal, rather than official business, whether on or off duty.
- Operating any vehicle on state property or on state business in an unsafe or improper manner.
- Smoking within the no-smoking areas or no-smoking operations or any area that must be entered for the conduct of agency business.
- Engaging in conduct which constitutes or give rise to the appearance of a conflict of interest.
- Engaging in any political activity which conflicts with state and federal laws, including the Hatch Act.

- **Internal Security:**

- Participating in any case in which you are an interested party. You will be presumed to be an interested party in cases involving relatives (both natural and marital), personal friends, and private business associates.
- Requesting or accepting any gratuity, reward, or other consideration in return for the performance of your official duties.
- Divulging confidential information obtained in the performance of your work to any person, except when it is required and authorized by law in the performance of assigned duties.
- Performing or soliciting to perform any private service outside of the agency which will impair your independence of judgment as to official duties, require or induce disclosure of confidential information gained in state service, or otherwise create a conflict of interest between your private interests and assigned responsibilities.
- Improperly claiming unemployment benefits.
- Intentionally manipulating any agency payment system in any manner not prescribed by agency procedure, unless approved by your supervisor.
- Obtaining information through the computer terminal or other means for any purpose other than official business.
- Divulging individual or agency computer passwords codes to any individual unless authorized to do so by your department head or internal security.
- Removing source documents from the work place, or storing claimant, applicant, or employer records, within your desk or in any other place unless it is within your authorized responsibilities.
- Altering or destroying agency documents.

## EMPLOYEE CONDUCT POLICY

---

- Tracing, attempting to duplicate, or otherwise forging a claimant's applicant's, employer's or co-worker's signature.
  - Assisting or encouraging an Unemployment Compensation claimant, Job Service Applicant or employer to take any dishonest or illegal actions with the intent of improperly affecting the status of a claimant, applicant or employer in any way.
  - Using or removing from the work place agency property, equipment or office supplies (stationary, pre-stamped envelopes), or using agency phones to make personal toll calls.
  - Knowingly becoming involved in any scheme, plan or activity with the intent to commit fraud or extortion against the state or any employee or claimant; causing improper or unnecessary processing of accounts; or otherwise purposely attempting to disrupt the timely function of the agency.
  - Investigating suspected fraud unless it is within your assigned duties. You must report any suspected internal fraud to your supervisor or the internal security unit.
- **Supervision of Family Members**
    - You shall not be employed in a position that directly places you in the chain of command above or below a family member of your immediate family or the family of your spouse or cohabitant. If you become romantically linked with another person in your direct chain of command, you must notify your department head in writing. This provision applies to the supervision of contracted employees and the awarding or advocating of an award or contract.

### **REPORTING CODE VIOLATIONS**

You must report to your supervisor any policy violation or breach of professional conduct involving the public or staff under the jurisdiction of the department.

### **ANONYMOUS COMPLAINTS**

Employees may submit an anonymous complaint to Human Resources.