

G. EMPLOYEE CONDUCT

GENERAL POLICY

Scott County recognizes the importance of providing efficient and effective service to its citizens and upholding the public trust. It is the policy of Scott County to require its employees to maintain high standards of honesty, integrity and conduct, both as public employees and as citizens of the community.

SCOPE

The section of this policy entitled "Conflict of Interest: Acceptance and Reporting of Gifts" is applicable to all elected officials and appointed employees of Scott County. All other sections of this policy are applicable to the following:

All employees responsible to the Scott County Board of Supervisors;

All employees responsible to a county elected office holder providing the appropriate elected office holder and the Board of Supervisors have certified its applicability;

All employees not directly responsible to either the Board of Supervisors or an elected office holder and whose governing body and the Board of Supervisors has certified its applicability;

Whenever the provisions of this policy are in conflict with the Code of Iowa, or with a collectively-bargained agreement between the County and a certified bargaining unit, the provisions of the collectively-bargained agreement and/or the Code of Iowa will prevail.

CONDUCT AT WORK

While on-the-job, County employees are expected to:

1. Report to work punctually as scheduled and being at the proper work station, ready for work, at the assigned starting time.
2. Provide proper notice to their supervisor when the employee will be absent from work or is unable to report to work on time.
3. Render full, efficient, and industrious service.
4. Be responsible for and not misuse County property, vehicles, equipment, labor, service, supplies, records or other materials in their care, custody or

control. The aforementioned shall not be removed from the premises or used for the personal convenience without written permission from the department head.

5. Treat all citizens, customers, visitors and co-workers in a courteous, professional and helpful manner; and demonstrate a considerate, friendly and constructive attitude.
6. Maintain a neat and clean personal appearance appropriate to the working environment. All employees shall be subject to specific department rules and regulations concerning acceptable attire, personal hygiene and grooming.
7. Maintain cleanliness and order in the workplace and work areas.
8. Observe the various state and federal laws, County regulations, work rules, and other reasonable instructions by proper authority, in a manner above reproach.
9. Report to management suspicious, unethical, or illegal conduct by fellow employees or citizens utilizing County services.
10. Refrain from engaging in political activity.
11. Refrain from solicitation during working hours or on County premises.
12. Refrain from using their position for personal gain or to coerce others.
13. Refrain from securing special privileged or exemption for themselves, friends or family beyond that which would be available to all citizens.
14. Employees who work at the downtown campus are provided limited off street parking spaces. Employees are issued a permit provided by Facility Support Services that must be displayed as directed. A parking map is available on the intranet and on file in FSS. Employees are prohibited from parking in areas not designated for employees on the parking map.
15. Uphold with integrity the public trust involved in the position to which they are assigned.

CONDUCT DURING OFF HOURS

While off-the-job, County employees are expected to:

1. Conduct themselves in a manner which does not reflect adversely on Scott County as an employer.

2. Avoid outside employment which in any way interferes with the employee's proper and effective job performance or creates a conflict of interest with the person's duties and responsibilities. Employees must notify their supervisor prior to accepting outside employment.
3. Not use or permit the use of any publicly-owned property, vehicle, equipment, labor, service, supplies, records or other materials for the personal convenience or advantage of the employee or any other person, except for that use which is generally available to the public.
4. Uniforms should be used only during working hours (unless approved by the department head for an off-duty capacity) and should not be worn in places that would not represent the positive image of the County.

The regulations set forth in this section and the previous one are not intended to be all-inclusive, and the Board of Supervisors may from time to time adopt additional rules as it sees fit. Department heads are authorized to adopt departmental work rules which are reasonable in nature and do not conflict with those stated in this policy.

CONFLICT OF INTEREST: ACCEPTANCE AND REPORTING OF GIFTS

The following provisions relate to the avoidance of a conflict of interest in the acceptance and reporting of gifts from a restricted donor by a County official, employee or a member of the employee's immediate family. These provisions are intended to provide general information about the State Iowa's gift law. Employee should review the state law for more specific information, but are advised that violations of the law could result in criminal charges in addition or separate from disciplinary action.

Generally speaking, a restricted donor can be defined as a group or individual who is contracting or seeking to contract with the County, or who would be significantly affected financially by the performance or nonperformance of the official's or employee's job duties beyond the effect on the public generally, or is regulated by the state's regulatory agency in question, or lobbyists or agents of lobbyists.

1. A County official, employee or such person's immediate family member is prohibited from soliciting or accepting from any one restricted donor in any one calendar day a gift or a series of gifts having a value of three dollars (\$3.00) or more.
2. A County official, employee or such person's immediate family member may only accept a non-monetary gift having a value of three dollars (\$3.00) or more if the gift is donated within 30 days to a public body, or a bona fide educational or charitable organization.
3. Specific types of gifts that may be accepted by an employee are contained in the state gift law, the following are examples:

- a. Informational materials relevant to the official job functions of the person receiving the gift, such as books, pamphlets, reports, documents, periodicals, or other information that is recorded in a written, audio, or visual format.
- b. Item which would normally be available free of charge to members of the general public.
- c. Items received from a bona fide charitable, professional, educational, or business organization to which the recipient is a dues paying member, and the gift is being distributed to all members of that organization and the dues are not inconsequential when compared to the value of the item.
- d. Actual expense of a donee for food, beverages, registration, travel, and lodging for a meeting, which is given in return for participation in a panel or speaking engagement, when the expenses relate directly to day(s) when the presentation occurred or food and beverage at a meal honoring the employee.
- e. Funeral flowers or memorials to a church or nonprofit organization.