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STANDARDS OF CONDUCT

I. INTRODUCTION

The city of Boise ("city") expects and encourages a work environment of respect and professionalism. All city employees are required to conduct themselves in a courteous manner that is appropriate for the workplace. This regulation applies to all city of Boise employees, elected officials, representatives, and volunteers.

II. UNACCEPTABLE CONDUCT

While it is impossible to list every type of conduct that is unacceptable, the following are examples of conduct that may result in disciplinary action, up to and including termination.

1. A violation of any city policy, regulations, or procedures.
2. Any conduct violating any federal, state, or local law or regulation.
3. Threat of harm (direct or indirect) to any city employee, member of the public, city government, operations, or property.
4. Physical violence against persons or property.
5. Damage or threat of damage to city property, or other property the city controls, regardless of location.
6. Intentional or negligent misuse, damage or sabotage of city property, including tools, equipment, vehicles, records, or other material.
7. Possession of deadly weapons, explosives, or other items used to inflict harm, on city property, or at city sponsored events, unless otherwise permitted in accordance with other city policies and regulations contained within the city's Employee Policy Handbook.
8. Forceful or unauthorized entry into or occupation of city properties or facilities, including buildings and grounds.
9. Use of city property and/or assets, including but not limited to tools, equipment, vehicles, records, and/or material, for anything other than official city business unless otherwise permitted by the policies and regulations contained within the city's Employee Policy Handbook.
10. Theft, or unauthorized removal or possession of property, from city a premises, event, worksite, or grounds.

11. Admission of guilt or conviction of a crime that reflects negatively on the employee's ability to perform their job or on the city as an employer.
12. Insubordination, including refusal or failure to carry out assignments or comply with policies, regulations, rules, procedures, and/or directives including oral instructions; failing to use required safety equipment, refusing a work schedule change, reasonable requests to work overtime or be on-call, or failure to perform duties in a timely manner. This provision does not apply to requests to perform assignments that are unethical or illegal.
13. Failure to keep management informed on matters that pertain to and/or affect work related duties, or city business.
14. Conduct or speech that violates commonly accepted standards of a professional workplace and that, under present circumstances, has no redeeming social value.
15. Any speech or conduct deemed rude, disrespectful, irresponsible, or otherwise inappropriate including, but not limited to, the use of profane, indecent, or abusive language when acting as or identified as a city employee.
16. Making malicious, vindictive, false, and/or harmful statements about others or engaging in verbal abuse, altercations, outbursts, name-calling, threats, or ridicule.
17. Attempting to intimidate or bully others.
18. Inability or refusal to work cohesively and in cooperation with others.
19. Exhibiting aggressive, antagonistic, or retaliatory behavior toward city employees, customers, or vendors.
20. Any conduct that obstructs, disrupts, or interferes with city business, processes, service, work environment or administrative functions and/or behavior that has an adverse impact on productivity and/or morale.
21. Material falsification of employment application or other documents relating to obtaining and maintaining employment.
22. Falsification of time or work records or falsification of city reports.
23. Untruthfulness related to the job or workplace which could hinder or jeopardize the city's interests.
24. Untruthfulness or withholding information relevant to an administrative investigation.
25. Absence without leave, job abandonment, unscheduled absences, tardiness, or failure to exercise due care for punctuality and/or attendance in regard to the scheduled hours set by the city.
26. Harassing, discriminating, or engaging in inappropriate conduct towards a person based upon that individual's protected class status as outlined in applicable laws or city policy or regulation.
27. Failure to report to the Human Resources Department within forty-eight (48) hours, or in accordance with the Drug Free Workplace Act, a felony or misdemeanor conviction, excluding minor traffic violations.

28. Use, possession, distribution, or sale of illegal drugs, paraphernalia, or controlled substances not prescribed to the user by a physician, on city property or at city sponsored events.
29. Reporting to work or working under the influence of alcohol, illegal drugs, or controlled substances not prescribed to the user by a physician.
30. Violating any safety rules or practices or engaging in any conduct on the job that causes a safety hazard.
31. Failure to report an accident or injury or making false claims or inaccurate statements in the reporting of a job injury or accident.
32. Failure to obtain and maintain licensure requirements required as a condition of employment in the position.
33. Failure to attend a management referred Employee Assistance Program assessment and/or fitness for duty evaluation.
34. Failure to satisfactorily complete the probationary period of employment, or to satisfactorily perform job duties.
35. Accessing another employee's e-mail, voice mail, electronic or paper files, computer account, desk, or office without authorization from the employee or department management.
36. Monitoring or intercepting the files or electronic communications of other employees or third parties, without appropriate authorization.
37. Use of camera equipped devices in restroom/shower/lactation areas or any other place a person has a reasonable expectation of privacy.
38. Using city equipment and/or time to view pornography or other images and/or websites that are considered inappropriate for the workplace.
39. Storing personally owned equipment or property in city premises or on city property.
40. Using personally owned property/equipment for city business without authorization from the Department Director.
41. Failure by a supervisor and/or member of management to uphold and enforce city policies and regulations.
42. Conduct or speech that is not a matter of public concern and disturbs or hinders the efficiencies of the day-to-day operations of the city.
43. Sleeping during scheduled work hours.
44. Repeat failure to recognize actual or mock phishing attempts, clicking on a malicious link, opening a malicious file, or revealing sensitive information.

The above restrictions are not intended to be all-inclusive of the proper standards of conduct or obligations that employees shall observe. When a situation arises in which the proper course of conduct is unclear, the employee involved should request direction from the employee's supervisor.