

**SUBJECT: RULES OF CONDUCT**

Purpose: To ensure orderly and efficient operations and to provide the best possible work environment, the City of Madison requires employees to follow rules of conduct that will protect the interests and safety of all clients, co-workers, and members of the general public.

Policy: Committing any of the acts on the list below may be sufficient grounds for disciplinary action ranging from reprimand to immediate discharge, depending upon the seriousness of the offense and/or the number of infractions.

**Unacceptable Conduct:**

A. General

1. Discourteous or abusive behavior toward a client, co-worker, or member of the general public.
2. Insubordination including disobedience, disrespect, failure to perform work assignments or duties, or failure to accept direction from authorized personnel.
3. Negligence in the performance of assigned duties, loafing, loitering, or engaging in unauthorized personal business during work hours.
4. Failure to provide accurate and complete information whenever an authorized person requires such information.
5. Giving false information or falsification of any record, including but not limited to, timesheets, payroll, or itineraries.
6. Unauthorized disclosure of any confidential information or record.
7. Engaging in a work slowdown, work stoppage, or attempting to interrupt or impede the performance of work in any way.
8. Failure to maintain the appropriate qualifications for the performance of job duties or failure to report any change or loss of said qualifications.

B. Attendance

1. Lack of adherence to prescribed work times, including, but not limited to tardiness, leaving prior to quitting time, and failure to observe time limits of breaks and lunches.
2. Unexcused absence or excessive absenteeism.
3. Failure to inform the appropriate person of the inability to report for work or the need to leave work for any reason.

C. Personal Actions and Appearance

1. Engaging in unruly, abusive, violent, bullying, or other threatening or intimidating behavior or language during work hours or while on the work premises, as prohibited by APM 2-25.
2. Reporting to work under the influence of any drug, controlled substance, or alcohol, or using such during working hours, unless such drug can be safely taken and is prescribed by a physician.
3. Knowingly making any false or malicious statement concerning any client, coworker, or member of the general public.

4. Failure to follow a safety practice, rule, or procedure causing real or potential danger to self, others, or property.
  5. Failure to report an injury or illness to relevant supervisory or management personnel in a timely manner.
  6. Smoking in unauthorized areas, including City vehicles. (This includes electronic cigarettes.)
  7. Harassment or discrimination on the basis of a person's race, sex (gender), religion, creed, color, age, disability/handicap, marital status, HIV status, source of income, familial status, ancestry or national origin, sexual orientation, arrest record, conviction record, current or past military service, less than honorable discharge, use or non-use of lawful products off the employer's premises during non-work hours (notwithstanding the exceptions noted in Sec. 111.35, Wis. Stats.), physical appearance, political beliefs, or the fact that a person is a student, as prohibited by APM 3-5.
  8. Engaging in any illegal activity during work hours or while on the work premises.
  9. Inappropriate dress or personal hygiene that adversely affects the performance of the individual or fellow employees, departmental operations, or constitutes a health or safety violation.
  10. Engaging in political activity or other conduct as prohibited by Madison General Ordinance 3.35, Code of Ethics.
  11. Engaging in horseplay, roughhousing, disorderly or mischievous behavior during work hours or while on work premises.
  12. Any other conduct that would inhibit the ability of the individual, fellow employees, or management to adequately carry out duties and functions.
- D. Use of City Equipment, Materials, and other Property
1. Inappropriate, unauthorized, or careless use of department materials or equipment, or other property including, but not limited to, excessive personal use of telephones or computers.
  2. Theft, unauthorized possession, removal, or destruction of City or other person's property or salvaging as prohibited by APM 2-19.
  3. Unauthorized entry to City property including, but not limited to, unauthorized entry outside of assigned work hours or to restricted areas.
  4. Failure to report any accident, no matter how minor, involving a City vehicle or personal vehicle being used for City business.
  5. Operating a City vehicle without the appropriate licensing or endorsements, or failure to report any change or loss of required licensing or endorsements.

It is not possible to list all forms of behavior that are considered unacceptable in the workplace, however rules are also provided by other City APMs, ordinances, department/division work rules, standard operating procedures, or commonly accepted standards for reasonable conduct (common sense).

Authority: The Human Resources Director shall maintain and interpret this policy.



Paul R. Soglin  
Mayor

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(Revised 10/12/2005)