

<b>Policy Title</b>	Standards of Conduct
<b>Effective Date</b>	5-2-2021
<b>Approved by:</b>	City Manager

**1. Statement of Purpose**

A. The tenure of every employee in the classified service of the municipality shall be during good behavior and efficient service. The standards of conduct which follow are established to promote efficiency in the municipal service and to set forth those activities which, if engaged in by employees, may result in disciplinary action, to include dismissal.

**2. Standards of Employee Conduct**

Below are a list (not exhaustive) of causes for demotion, suspension, or dismissal:

- A. Attendance
  - i. An unreasonable amount of lost time or abuse of sick leave;
  - ii. Absence without leave;
  - iii. Excessive tardiness;
  - iv. Patterned Absenteeism;
- B. Conviction of a felony or serious misdemeanor;
- C. Insubordination, willful disobedience, refusal to obey lawful orders;
- D. Failure to carry out an assignment or unnecessarily delay an assignment; neglect of duty;
- E. Inefficiency, careless workmanship, or negligence;
- F. Deliberate misrepresentation, falsification, spreading of false statements, exaggeration of or concealment of a material fact in connection with any official City record or document, and unauthorized entries or changes to such records and information are each prohibited.
- G. All files and records shall be maintained in accordance with applicable regulations, law, and/or departmental standards and as controlled by the state and local Records Commission. Destruction of public records shall be only as authorized by that appropriate agency. No employee shall willfully destroy, remove, or corrupt the files or records stored by electronic or other means. Any act of this nature shall be construed as sabotage.
- H. All employees shall conduct themselves in such a manner as to reflect most favorably the public trust. Unbecoming conduct shall include that which brings the City or the work unit into disrepute; or, that which reflects discredit upon the employee; or, that which causes a negative effect upon the City's or work unit's effectiveness or efficiency. The performance of any act which is illegal, while an employee is on or off duty, in and of itself shall also be sufficient grounds for disciplinary action against the employee.
- I. Employees are required to conduct themselves in a respectful, courteous manner in their dealings with one another; members of City management and supervision; representatives of firms doing business with the City; and the public at large.
- J. The use of drugs (other than prescription medication) and alcoholic beverages and reporting for duty under the influence of such proscribed drugs are each forbidden. The unlawful manufacture, distribution, dispensing, possession and use of a controlled substance within the workplace are each prohibited.

- K. Discovery of a false statement or misrepresentation, including but not limited to misrepresentation made in an application that had not been detected previously;
- L. Failure to follow all departmental safety procedures and rules.
- M. Acceptance of gratuities;
- N. Refusal to be examined by a City-authorized physician when so directed;
- O. The use of City supplies, materials, equipment or other property for personal purposes or securing the same for others;
- P. Pursuing any non-job related activity during work hours;
- Q. Theft, actual or attempted; the unauthorized use of City facilities, property, tools, or equipment; and willful damage to or loss of City property, records, or information are each prohibited.
- R. Use of profane, obscene or insulting words or gestures toward the public or any City employee;
- S. Fighting; threatening or actually inflicting bodily harm on another; physical resistance to competent authority; horseplay; and interference with the work of other employees are each prohibited. Any threat or act of violence, any threat or use of a weapon.
- T. Violation of prohibited political activities or unethical conduct;
- U. Gambling during work hours is forbidden;
- V. A reduction of work force when authorized by Council.
- W. Violation or failure to follow Federal or State statutes, City Charter or ordinances, administrative policies, or departmental rules, including but not limited to safety practices or regulations;
- X. Any other failure of good behavior or any other acts of misfeasance, malfeasance, or nonfeasance in office or any violation of the Trenton City Charter, ordinances of Council, or administrative rules or regulations established by competent jurisdiction may result in disciplinary action to include dismissal.

**3. Disciplinary Policy**

- A. In recognition of the fact that each instance differs in various respects from somewhat similar situations, the City of Trenton (the "City") retains the right to treat each occurrence upon its individual merit and without creating precedent for the treatment of any other cause which may arise in the future. The City retains the right to suspend the operation of any disciplinary action which it may take, during good behavior for a specified term, in its exclusive discretion. With respect to any given offense, consideration will be given to the severity, cost involved, the time interval between violations, the length and quality of the employee's service record, and the ability of the employee concerned.