

SECTION XIII - PRODUCTIVE WORK ENVIRONMENT

A. General Conduct: The very nature of governmental business makes relations one of the most important aspects of the job. The quality of our interactions impacts all employees of the county and the public perception of the county as a whole. Employees are to take every

opportunity through the course of performing in the job to create "good will" with the public. Employees are required to be courteous and show understanding in spite of the difficulty of situations which may arise. Reports of a negative nature will be investigated by supervisors, and disciplinary actions could result.

1. Employees are expected to apply themselves to their assigned duties during the full schedule for which they are being compensated.
2. Employees are expected to make prudent and frugal use of county funds, equipment, buildings, and supplies.
3. Employees are expected to observe work place rules.
4. Employees are to report conditions or circumstances that would prevent them from performing their job effectively or completing assigned tasks.
5. Employees are expected to practice dress and grooming habits which are consistent with the business environment and beneficial in promoting a favorable public image.

B. Outside Employment: No employee may engage in any outside employment which in any manner interferes with the proper and effective performance of official duties, is detrimental to county service, or which results in conflicts of interest. In the event that an employee's

outside employment adversely affects the performance of county responsibilities, disciplinary action may be taken by the department head/elected official, and could result in termination. Department heads/elected officials may establish more stringent guidelines and procedures related to secondary employment depending upon the nature of the work performed for the county.

C. Political Activity: Except as otherwise provided by law or by rules and regulations promulgated by the State of Utah or the federal government for federally aided programs, county employees may voluntarily participate in political activity subject to the following provisions:

1. No person shall be denied the opportunity to become an applicant for a

position by virtue of political opinion or affiliation.

2. No person employed by the county may be dismissed from service as a result of political opinion or affiliation.
3. An employee may voluntarily contribute funds to political groups and become a candidate for public office. The intent of this provision is to allow the individual freedom of political expression and to allow employees to serve as voting county officers and as state or county delegates without jeopardizing public programs for which they are responsible.
4. No employee, whether elected or appointed department head/elected official, may directly or indirectly coerce, command, advise, or solicit any officer or employee covered under the personnel system to pay, lend, or contribute part of his or her salary or compensation or anything else of value to any party, committee, organization, agency, or person for political purposes. No supervisor, manager, department head, or employee, whether elected or appointed, may attempt to make any officer's or employee's employment status dependent upon the employee's support or lack of support for any political party, committee, organization, agency, or person engaged in a political activity.

D. Drug Free Work Place: A healthy and productive work force and safe working conditions, free from the effects of drugs and alcohol, is essential to the maintenance of quality operations and all services provided to the public. The abuse of drugs and alcohol creates a variety of work place problems, including increased injuries on the job, increased absenteeism, increased financial burden on health and benefit programs, increased work place theft, decreased employee morale, decreased productivity, and the decline in quality of overall facility operations. The county will take action against employees who use, distribute, or possess controlled substances on or off the job, who use illicitly over-the-counter or prescribed medication, and who violate county policy and rules in reference to possession, distribution, and use of alcohol on the job. All processes, procedures, actions, and requirements undertaken or imposed by the county shall be in conformance with Utah Code, 34-38-(1-15), Drug and Alcohol Testing.

1. Employees must report to work in a fit condition for duty. Being under the influence of alcohol or drugs is prohibited.
2. Alcoholism and drug abuse are recognized as illnesses or "disorders," and the county accepts a shared responsibility for providing channels of help but it is the employees responsibility to seek help. The extent of county assistance shall be limited to a referral program to various community resources and to the financial limitations as provided in the county health and medical insurance plan.

3. If the employee seeks help prior to discovery, then confidentiality, job security, and promotional opportunities will be protected. But if the employee does not attempt to seek help and the problem in some way comes to the attention of the county, then disciplinary action will result.
4. Employees who use or distribute drugs on the job are subject to discharge, and any drugs confiscated will be turned over to local law enforcement.
5. If an employee is arrested off the job for drug involvement, the county will consider various circumstances surrounding the arrest before taking action.
6. If an employee is under treatment with a drug that could alter his or her ability to perform the essential functions of his/her job, the employee could be subject to reassignment.
7. The county may require testing in the cases of "reasonable suspicion" of an employee consuming alcohol or using illegal drugs while on the job. Where there is an accident involving a fatality, a serious injury, substantial damage to vehicles/equipment or substantial damage to other property, only those employees who's performance or lack of performance may have contributed to the incident shall be required to submit to "post accident" testing.
8. All prospective employees who are required to possess a CDL will be asked to submit to a drug test as part of a potential job offer. Final employment with the County cannot be offered unless applicant successfully passes the pre-employment drug test. Random testing will be conducted thereafter for those possessing a CDL as specified by rules and regulations promulgated by the Omnibus Transportation Employee Testing Act of 1991. Drivers will not be given any notification of their selection for a random drug or alcohol test.
9. Refusal by an employee to submit to drug testing may be interpreted as insubordination and subject to appropriate disciplinary action, including termination, after consideration of the circumstances and the employee's previous work history. All testing will be conducted at an authorized medical or drug testing center at the expense of the county. Appeals and grievances related to such actions shall be processed and heard through the established grievance procedures of the county.

E. Non-Smoking Policy: It is the policy of the county to comply with all applicable federal, state, and local regulations regarding smoking in the work place and to provide a work environment that promotes productivity and the well-being of its employees.

1. The county recognizes that smoking in the work place can adversely affect employees. Accordingly, smoking is restricted at all of its facilities.
2. Smoking is prohibited inside all county facilities. The human resources

personnel is responsible for implementing and monitoring smoking regulations, and supervisors/elected officials/department heads are expected to enforce such regulations. The smoking policy applies to employees during working time and to customers and visitors while on county premises.

3. Employees are expected to exercise common courtesy and to respect the needs and sensitivities of coworkers in regards to the smoking policy. However, smokers have a special obligation to keep smoking areas litter-free and not to abuse break and work rules. Complaints about smoking issues should be resolved at the lowest level possible, but may be processed through the county's grievance procedure. Employees who violate the policy will be subject to disciplinary action.
4. The county does not discriminate against individuals on the basis of their use of legal products, such as tobacco, if the use occurs during non-working time and off of the county's premises.

F. Internet Use and Access:

1. Definitions:

- a. IT Resources and Information Technology Resources mean computer hardware and software, GIS/GPS related equipment, electronic mail, voice and/or video communications and equipment, facsimile and facsimile equipment, the Internet, and similar future technologies owned, provided, or operated by Millard County.
- b. User of IT Resources means county employees, volunteers, contract providers, and all other persons who use, either in their job duties or incidentally, county owned, provided, or operated IT Resources.

2. Use of Resources:

- a. Except as provided herein, IT Resources will only be used in conjunction with the user's county-related duties. Incidental and occasional use of IT Resources is allowed so long as the use complies with paragraph 2 (b) below.
- b. Use of IT Resources, whether the use is affiliated with the user's job or is incidental and occasional, will not:
 - (1) create a security risk to IT Resources by:
 - (a) downloading and installing any software or data without endorsement or supervision from the Data Processing Department and the appropriate department head or elected official.
 - (b) acquisitioning personnel through external contract,

current employment, salary and/or wages to: maintain or manage databases, install and configure software or hardware, develop or distribute information services, repair or troubleshoot virus infections, engage in external digital data sharing, repair personal computers, or other network devices (not currently working under an existing maintenance agreement) without endorsement and/or supervision from the Data Processing Department.

(c) providing County email addresses or password/login information to erroneous web sites or web message boards.

(d) using personal internet-based electronic mail accounts without endorsement from the Data Processing Department.

(2) reduce County productivity.

(3) disrupt or distract from County business.

(4) conflict with other County or department rules or policies.

(5) result in knowingly or recklessly sending or receiving computer viruses.

(6) involve illegal activities that include:

(a) reproducing software purchased or developed by Millard County.

(b) failing to comply with Millard County's current software licensing agreements.

(7) involve access to sexually explicit material.

(8) initiating PC, software and all network device purchases without endorsement or supervision from the Data Processing Department.

(9) involve sending, receiving or storing information, which may be considered as harassment of others based on race, national origin, sex, sexual orientation, age, disability or religion.

3. Monitoring Use of IT Resources: The County Data Processing Supervisor may, with the permission and/or assistance of the affected department head or elected official, monitor the use of IT Resources to ensure compliance with this policy. Any such monitoring shall be designed to identify and resolve the operation and security of IT Resources, the confidentiality of County records and the productivity of County employees.

4. Discipline For Misuse: Intentional misuse of IT Resources, shall result in

disciplinary action as set forth in Section XVI of the Policies and Procedures Manual entitled, Disciplinary Procedures.