

ALLEGAN COUNTY EMPLOYEE HANDBOOK

Category: Administrative Policy
Number: 207
Approved: April 14, 2005, supersedes prior policy
Subject: GENERAL EMPLOYEE PROFESSIONAL STANDARDS

1. **GENERAL:** Allegan County has established professional standards for employees of a general nature as a guide for workplace conduct. Specific professional standards may differ by occupation, bargaining agreement or department procedures. Violation of any General Employee Professional Standard will subject an employee to discipline by the employer up to and including termination, and depending upon the circumstances, could also result in civil liability or criminal penalties.

2. **CONDUCT:** County personnel are expected to be courteous to their supervisors, subordinates, coworkers and members of the public. Disorderly conduct, fighting, rudeness, and physical, verbal or mental abuse of others is strictly prohibited. The making of any false or malicious statements about others or your employer is also strictly prohibited.

3. **OFF-DUTY CONDUCT:** Employees are expected to refrain from any off-duty conduct that could jeopardize their ability to function as a County employee. Employees are also required to notify their department head about any criminal convictions or matters relating to their suitability to be employed in public service.

4. **PROPER TREATMENT OF PROPERTY:** Employees shall not damage, misuse, destroy or take from County premises, any property belonging to the County, the public or other employees. Employees may remove property and items necessary for work related purposes as approved by each Department head. Intentional abuse of property or gross negligence which causes the expenditure of public funds for repair or replacement may be charged to the employee.

5. **CONFLICTS OF INTEREST:** Employees are prohibited from the acceptance of loans, gifts, money or goods, services or other benefits, which may influence or have the appearance of influence in the proper discharge of their County responsibilities. It is the responsibility of each Department head to review the acceptance of any gratuities or services.

6. **FALSIFICATION:** No employee shall falsify or purposely make incorrect entries or omissions of required information on timecards/timesheets, personnel records, or any other document or records. No employee may complete time records for another employee with the exception of the Department head or Human Resources Department during an approved leave of absence.

7. **CONFIDENTIAL INFORMATION:** Information processed by employees which is indicated to be confidential shall not be released except by official authorization of the Department head or County Administrator in the event of a Freedom of

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Information Act (FOIA) request. In matters of confidential health information, Health Insurance Portability and Accountability Act (HIPPA) Privacy and Security Standards shall apply.

8. **LICENSING AND CERTIFICATION**: All employees are required to have and maintain those licenses or certifications required as a condition of employment or required specific to the various occupational categories employed in Allegan County. Employees are responsible for providing all documentation of licenses and certifications, including documentation of renewals to their Department head and the Human Resources Department. Employees are also responsible to report any late renewals, investigations, suspensions or revocation of those licenses or certifications.
9. **PERSONAL APPEARANCE**: All employees are responsible to meet the professional dress standards specific to their assigned position and or department. Allegan County will issue each employee a county identification badge and employees are expected to wear that badge, viewable to the public, at all times while working. Employees participating in court hearings or other formal hearings will be exempted from wearing identification in public view as deemed appropriate by each Department head.
10. **POLITICAL ACTIVITY**: Participation in political activities while working is prohibited in that it interferes with service to our public and presents a conflict of interest. Included in this prohibition is the solicitation, collection, contribution or payment of any political payment or assessment. Allegan County is obligated to enforce all laws regarding political activities and election activities.
11. **WEAPONS**: No employee may possess or bring explosives, firearms, or other weapons on county premises, except where carrying such weapons is an explicit requirement of their position.
12. **EMPLOYEE MAIL AND PACKAGES**: It is the policy of Allegan County, that employees will not receive personal mail and/or packages at any work locations. Employees are directed to refrain from ordering products for delivery at a work location or dealing with vendors while working.
13. **WORK SCHEDULE**: County offices shall be open from 8:00 am until 5:00 pm each day to service the public. County employees will work a standard five day work week, with a daily schedule of eight (8) hours. Daily hours, breaks, and lunch times will be determined by each department head consistent will service needs and any applicable collective bargaining agreements. Those employees in twenty-four (24) hour operations will work schedules that vary from the standard workweek above. Nothing herein implies that any employee has a guarantee of hours during any particular work week.
14. **ATTENDANCE AND PUNCTUALITY**: All County employees are expected to

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report to work as scheduled, and report promptly at the beginning of their shift or upon return from break/lunch. Employees must have the approval of their supervisor to leave work during scheduled work hours. Any absence from work must be reported in accordance with the department procedures. Employees who are chronically absent or violate department attendance procedures will be subject to discipline up to and including termination.

15. **SECONDARY EMPLOYMENT:** Employees of Allegan County are permitted to obtain or maintain secondary employment where that employment does not interfere with or present a conflict of interest to their job responsibilities with Allegan County. Secondary employment is subject to the standard procedures adopted in that department.

16. **ANIMALS IN COUNTY FACILITIES:** Animals not employed as service animals (police dogs, leaders for the blind or other animals assisting the disabled) are not permitted in Allegan County facilities as a matter of security, health and safety. The Allegan County Medical Care Facility is exempted from this policy as it relates to animals used in the course of treatment benefits under the supervision of the Medical Director and Administrator of the Medical Care Facility. Any requests for exceptions under this policy or accommodations under the American's with Disabilities Act must be made in writing to the County Administrator.