



TAB 3

Policy Overview

POLICY OVERVIEW

(These guidelines are superseded and have no effect when covered by a similar or conflicting provision in a collective bargaining agreement. For detailed information, please refer to Carson City Rules and Regulations, General Orders or your collective bargaining agreement).

Acceptance of Gifts or Gratuities: Employees shall not accept any gift of value, tip or other special consideration because of services rendered as a Carson City employee. Employees must comply with all provisions of the Ethics in Government Law, Nevada Revised Statutes (NRS) Chapter 281A.

Access to the Workplace: Employees are not to enter their assigned workplace outside of normally assigned hours of work without management approval.

Accident Review Policy: Any employee, on duty, involved in an accident on or off City property or in a City vehicle, whether or not an injury results; will follow all procedures outlined in the Worker's Compensation Accident reporting manual.

Appearance and Dress Code: The image Carson City employees contributes to our success. A neat, clean and businesslike appearance is expected. Attire should not call attention because of its fit, color or radical style. You must comply with your specific Department's/Office's dress code policy.

Appearance of Office: Carson City Offices are public space and must reflect a professional appearance.

Drug Free Workplace: Carson City employees are prohibited from manufacturing, distributing, dispensing, possessing or using alcohol or controlled substances on Carson City premises or while on duty. Possession, use or distribution of a controlled substance by an employee on City premises and/or on work time will result in immediate termination.

Electronic Mail: Carson City maintains an electronic mail system. This system is provided to assist in the conduct of business. All computers and the data stored on them are, and remain at all times, the property of Carson City. As such, all electronic mail messages composed, sent and received are and remain the property of Carson City and subject to release if a Public Record's Request is made.

Carson City reserves the right to retrieve and read any message composed, sent or received. Please note that even when a message is erased, recreating the message is still possible; therefore, ultimate privacy of messages cannot be guaranteed to any employee. For this reason, messages should be limited to the conduct of business at Carson City. Electronic mail may not be used for the conduct of personal business. Employees learning of any misuse of the electronic mail system or violations of this policy should notify their supervisor.

E-mail messages may not contain content that may be reasonably considered offensive or disruptive to any employee. Offensive content would include, but would not be limited to, sexual comments or images, racial slurs, gender specific comments, or any comments that would offend someone on the basis of race, religion, color, national origin, gender, gender identity or expression of a person's sexual orientation, etc. (see EEO Policy),.

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Employee Assistance Program: This program is available to all employees and their family members. The program can assist with drinking, drugs, divorce, death of family member, money issues, family problems or any other concern an employee may have.

Gas Cards: Carson City employees who are issued city-authorized gas cards must use them for city-issued vehicles. Carson City gas cards may not be utilized for personal use at any time. Do not share your pin number. Misuse of gas cards will lead to disciplinary action up to and including termination.

Media/Press: Any questions from the media should be immediately referred to the employee's Director/Elected Official or the City Manager.

Outside Employment: Employees may not engage in any employment, activity or enterprise, which is inconsistent, incompatible or in conflict with their duties as Carson City employees. Outside employment, including self-employment, must have prior approval of an employee's Director/Elected Official.

Personal Conduct: Carson City employees on Carson City premises and representing Carson City in the community are expected to behave and speak appropriately and professionally.

Personal Property: Carson City staff should exercise caution in bringing personal items to the office. Carson City insurance policies do not cover lost, stolen or damaged items.

Personnel Records: It is important for Carson City to keep personnel records up to date. Please provide prompt notification of any changes in address, marital status, telephone number, emergency contacts and numbers, beneficiaries, etc. to the Human Resources Department. All personnel records are maintained in strictest confidence by the Human Resources Department and are accessible to employees on an individual request basis.

Political Activities: Carson City resources, including staff time, may not be used for political activity of any kind on behalf of any candidate or incumbent.

Professional Relationship with Clients: Carson City staff must maintain a professional relationship with clients who depend on our expertise, support and fairness in relationship with them. Personal relationships are not encouraged.

Resignation from Employment: Employees who are leaving employment with Carson City are encouraged to give as much advance notice as possible, with a minimum of two weeks. The separation paycheck shall be issued on the next regularly scheduled payday.

Safety First: Safety is a primary concern in all work activities and the work environment of Carson City. Employees are expected to be alert to common sense safety practices. Sound judgment and safe practices are expected during the performance of all job assignments. Work related injuries and illnesses, whatever the extent of the injury or illness and/or unsafe working conditions and/or practices shall be immediately reported to the employee's Supervisor and Human Resources or Risk Management Coordinator.

Search of City Property: Carson City reserves the right to inspect its property, including but not limited to, desks, lockers, filing cabinets, closets and drawers. Employees should not expect privacy protection if they place their personal property on or in Carson City property. Searches may occur randomly, with reasonable suspicion of wrongful activity, or for no reason at all. Employees are therefore encouraged to keep property they wish to be private away from the workplace.

Smoking: Smoking is not permitted in public areas, in City vehicles or on any City property not specifically designated as a smoking area.

Solicitations: Employees are prohibited from soliciting other employees for membership, funds, or contributions, or other similar activity in connection with any outside organization during working time or the working time of the employee solicited. Employees are prohibited from distributing unauthorized literature or any written or printed material during working time in work areas. ("Working time" does not include meal and break periods.)

Unacceptable Behavior – Employees will conduct themselves in an honest, trustworthy, and professional manner while at work. (see policy for specific examples}

Use of Carson City Equipment, Resources and Telephones: Employees shall not use Carson City's time, facilities, equipment and supplies for private or personal gain or advantage. Also, employees shall not use the influence or prestige of their positions for private or personal gain. Use of the telephone is for business and emergency calls only. City employees are prohibited from making personal long distant phones calls, and if made the cost of the call must be reimbursed to Carson City. Employees are not to accept collect calls, unless they are related to the legitimate business functions of Carson City.

Weapons: *Unless job required*, no employee is allowed to bring a weapon on City property or in a City vehicle, i.e. bows and arrows, knives larger than a pocket knife (no switch blades), any other item that could be considered a weapon.