

# City of Mission Viejo

## Personnel Policy

**Subject:** WORK RULES

**Statement of Intent:**

To establish employee performance and behavior standards with regard to certain specific issues. As public employees, City employees are expected to conduct themselves in a professional manner at all times. This policy defines types of behavior which are specifically unacceptable and, if found to exist, will result in disciplinary action up to and including termination. This policy cannot possibly anticipate all types of unacceptable behavior and in no way limits the City's right to impose disciplinary action for other types of behavior not specifically described in this policy deemed as unacceptable. Other specific topics such as substance abuse, falsifying time cards and similar issues are addressed in specific policies for each issue.

**Policy:**

1. Use of City Property: Employees are not permitted to use City equipment, property, or time for non-City work.
2. Handling of City Money: Only expressly authorized persons are allowed to collect payment for City services. Employees should direct all questions regarding the payment for services to the Administrative Services Department. Employees not expressly authorized to collect money are not allowed to accept payment or receive special consideration for municipal government services performed with City equipment or by City employees.
3. Gratuities: Employees may not accept gratuities including gifts, discounts or other favors which may compromise their ability, or the appearance of their ability, to perform assigned duties free of any conflict of interest. Despite the fact that small gifts or favors may not on the surface appear as a gratuity, the City expects employees to adhere to the highest standards of conduct to avoid any appearance of a conflict of interest. In addition, employees shall be subject to and regulated by the limitations on gifts, the reporting of gifts and disclosure of the receipt of gifts as adopted by, and amended from time to time, the Fair Political Practices Commission of the State of California, and by the State of California, by and through the Legislature and Executive Officers of the State of California.
  - a. Complimentary Tickets: In addition to the above statement, employees are required to follow the rules set out in Council Policy No. 0400-14 regarding the acceptance and distribution of complimentary tickets.
4. Employee's Personal Financial Affairs: City employees are expected to maintain their personal and private affairs in such a manner so as not to involve the City. This includes employee's financial affairs, which should be maintained in such a manner that salary liens or garnishments are not habitual. Three (3) or more salary liens or garnishments from separate sources within a twelve (12) month period shall be grounds for disciplinary action, up to and including termination.

5. Theft and Unauthorized Possession: Theft or the unauthorized possession of City property, the property of other employees or the general public, or the unauthorized salvaging of property or trash shall be grounds for disciplinary action, up to and including termination.
6. Guns and other Weapons: Unauthorized employees shall not possess firearms or other weapons on City property, in City vehicles or while on duty. Unauthorized possession of firearms or other weapons shall be grounds for immediate removal from the work place and shall be cause for disciplinary action up to and including termination.
7. Fighting: Fighting, baiting or other behavior which instigates fighting or other violence shall be grounds for immediate removal from the work place and shall be cause for disciplinary action up to and including termination.
8. Discipline: The above rules and regulations are to be adhered to by each and every employee. Any violation may be cause for disciplinary action, up to and including termination.

**Administration:**

In accordance with City of Mission Viejo Municipal Code chapter 2.60 "Personnel System", this Personnel Policy is deemed not to have a direct financial impact on the City. The City Manager may implement and amend this policy subject to prior City Attorney legal review and approval, and City Council review.

Adopted: By City Council - September 11, 1989 - Res. No. 89-92.

Amended: By City Manager – August 21, 2012 – In accordance with Res. No. 12-52