

SECTION: 6.34

SUBJECT: Employee Conduct and Demeanor

AUTHORITY: Executive Director and Chapters 110 and 112, F.S.

Policy:

Commission employees shall conduct themselves in a manner whereby their work, activities and behavior reflect a good image of themselves as well as the Commission. Failure to comply with these policies and procedures will be grounds for disciplinary action.

- Contents:**
- 6.34.1 Employees of the Commission Requirements
 - 6.34.2 Work Performance
 - 6.34.3 Safety
 - 6.34.4 Employee Demeanor
 - 6.34.5 Drug-free Workplace Requirements
 - 6.34.6 Record Procedures

Procedure:

6.34.1 Employees of the Commission shall:

- A.** Familiarize themselves with Commission policies and procedures and comply with and abide by these provisions;
- B.** Maintain loyalty to Commission policies in communications with the public and employees, except that constructive criticism through proper Commission channels is encouraged;
- C.** Maintain a courteous but firm and supportive attitude when discussing or explaining Commission policies to the public;
- D.** Reflect the image of a qualified and effective public employee working within a well-defined system to fulfill the Commission's responsibilities;
- E.** Refrain from criticism or unfounded statements of fellow employees or the Commission; and
- F.** Conduct themselves in such a manner that their behavior does not reflect an antagonistic image towards management, supervisors, fellow employees, or the public.

6.34.2 Work Performance

- A.** Employees are required to perform assigned work which is reflected in their position description and written and oral assignments as well as logical tasks which should be performed as part of their overall duties.

- B. Employees may be temporarily assigned tasks not normally associated with their routine duties. If the tasks are within their capabilities, employees are required to perform the temporary duties.
- C. When assigned fixed working hours, employees will be expected to adhere to the established work hour schedule. Patterns of unplanned absences and/or tardiness will not be acceptable conduct.

6.34.3 Safety

- A. Employees shall perform work activities in accordance with safety rules and procedures.
- B. Employees shall wear protective clothing, safety belts and other safety devices when performing potentially dangerous work or operating vehicles equipped with safety devices.
- C. Equipment and vehicles shall be operated in such a manner that appropriate laws and rules are not violated. Employees shall not operate any equipment or vehicle until they have received instructions on its safe operation. It shall be the employee's responsibility to notify supervisory personnel if they are required to operate any equipment or vehicle without first being instructed on its safe use.
- D. Employees shall not consume alcoholic beverages or any controlled substances while on duty nor report to work under the influence of same. Employees shall not operate any Commission equipment or vehicles while under the influence of alcohol or controlled substances when affected to the extent that the employee's normal faculties are impaired, or as is otherwise prohibited by Chapter 316, Florida Statutes.
- E. Commission vehicles and equipment shall only be used to carry out the assigned work activities or responsibilities of the Commission. Exceptions must have prior appropriate approval. Employees shall operate vehicles and equipment in a safe manner without negligence or careless acts.

6.34.4 Employee Demeanor

- A. Employees shall conduct themselves both during working hours and off the job in such a manner that they are not subject to arrest for violations of the law. In addition, employees shall conduct themselves both during working hours and off the job in such a manner that they are not exhibiting conduct unbecoming of a Commission employee.
- B. Employees shall maintain their personal appearance and dress appropriately for their work activity or for a work-related special occasion.
- C. Fighting on the job, violence, horseplay, and threatening or interfering with other employees' work is not acceptable conduct.
- D. Deliberate idleness and/or loafing on the job is not acceptable behavior.
- E. Employees shall treat fellow employees in a manner that reflects civility, respect and professionalism. Examples of unacceptable workplace conduct include but are not limited to, profanity directed at another employee, coarse

or abusive language, shouting or overly loud or argumentative language directed at another employee, or other conduct that exhibits a lack of commonly understood professionalism and decorum in the workplace.

6.34.5 Drug-free Workplace Requirements

- A.** Employees shall receive information concerning the requirements of the drug-free awareness program and drug abuse in the workplace.
- B.** Supervisors are required to ensure the Commission is a drug-free workplace by promptly reporting any known drug abuse or illegal drug activity involving any Commission employee.
- C.** As a condition of continued employment, employees will be required to comply with the following:
 - 1.** Abide by the provisions of this policy
 - 2.** Refrain from illegal involvement in the use of drugs or controlled substances
 - 3.** Notify their supervisor of any criminal drug statute conviction no later than five days after such conviction ([41 USC §8103](#)).
- D.** Appropriate disciplinary action will be taken against an employee up to and including termination in accordance with the provisions of IMPP 6.1 for illegal involvement in the sale, use, distribution, possession, manufacture or cultivation of any controlled drug or illegal substance.
- E.** Depending upon the circumstances, employees may be required to participate satisfactorily in a program approved by the Commission for drug abuse assistance or rehabilitation, in conjunction with, or instead of discipline, as determined by the Executive Director. (See IMPP Section 6.26)

6.34.6 Record Procedures

- A.** Employees shall learn and understand the correct procedures to complete required records.
- B.** Employees shall not intentionally falsify an official record or document in the performance of their work, including attendance and leave records.

History: Est. 09/30/2011; Revised: 09/02/2015

Approved:

Jennifer L Fitzwater

Executive Director or Designee

September 2, 2015

Date