

COUNTY OF ALBEMARLE  
PERSONNEL POLICY

§P-25

STANDARDS OF CONDUCT

The Board requires that all of its employees will conduct themselves in a manner which reflects favorably upon them as a representative of local government. To this end, the Board will establish and maintain certain standards of conduct designed to:

1. Establish a fair and objective process for correcting and treating unacceptable conduct;
2. Distinguish between less serious and more serious misconduct and provide timely corrective action.

The standards of conduct are intended to be illustrative but not all inclusive of the type of conduct expected of local employees.

At a minimum, the following standards are expected of all employees:

1. Timely and regular attendance;
2. dependable application of time – employees are expected to apply themselves to their assigned duties during the full schedule for which they are compensated except for reasonable time provided for such things as personal hygiene;
3. Satisfactory work performance;
4. Appropriate attire;
5. Courteous and professional behavior toward the public and fellow employees.

The following are examples of unacceptable conduct:

1. Unsatisfactory attendance, performance, or excessive tardiness;
2. Abuse of County time such as unauthorized time away from the work area;
3. Obscene or abusive language;
4. Conviction of a moving violation or failure to notify supervisor of an accident while using a County vehicle;
5. Failure to follow a supervisor's instructions, perform assigned work or comply with established County policy;
6. Leaving the work site without permission during work hours;
7. Failure to report to work without proper notification;

## PERSONNEL

Procedures for Compliance – Standards of Conduct

8. Unauthorized use or misuse of County property or records. Unauthorized use of County property includes, but is not limited to, personal use of telephones, computers, and related devices and peripheral equipment that are the property of the County to the extent that such personal use interferes with an employee's productivity or work performance, or the use of such property to engage in political activities. Political activities shall be those activities as defined in Virginia Code § 15.2-1512.2(C) and shall include, but shall not be limited to, participating in the activities of, or contributing to, a political party, candidate or campaign or an organization that supports a political candidate or campaign; soliciting votes or endorsements on behalf of a political candidate or campaign; or expressing opinions on political subjects and candidates. Pursuant to Virginia Code Section 15.2-1505.2, this Standard of Conduct shall apply to all officers and employees of the County who utilize County property;
9. Violation of safety rules to include negligent driving of a County vehicle;
10. Falsifying any records such as, but not limited to, vouchers, reports, insurance, time records, leave records or other official records;
11. Willfully or negligently damaging or defacing records, County property, or other employee property;
12. Theft or unauthorized removal of County records or property;
13. Gambling on County property or during work hours;
14. Threatening or coercing employees;
15. Indebtedness to the County;
16. Use of an employee's work time or work environment to promote a political candidate;
17. Inadequate or unsatisfactory job performance; \*
18. Acts of physical violence or fighting on the job; \*
19. Reporting to work or any work or school related activity after any consumption of alcohol or unlawful use of controlled substance(s); \*
20. Possession or use of alcohol or controlled substance(s), unauthorized firearms, dangerous weapons, or explosives on the job; \*
21. Criminal convictions for acts of conduct occurring on or off the job which are plainly related to job performance or of such a nature that to continue the employee in the assigned position could constitute negligence in regard to the County's duty to the public or its employees. \*

\* May result in immediate dismissal.

Individual departments may have additional standards of conduct as defined by the department head. These standards should be in writing, and should be approved by the County Executive and shared with the department's employees.

Amended: August 4, 1993, February 1, 2002, December 3, 2014