

CITY OF YREKA
PERSONNEL POLICY AND PROCEDURE

EMPLOYEE CONDUCT AND WORK RULES

To ensure orderly operations and provide the best possible work environment, City expects employees to follow rules of conduct that will protect the interests and safety of the public, employees or the City.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment.

- Discourteous treatment to the public or other employees.
- Theft or inappropriate removal or possession of city property.
- Falsification of records or reports.
- Working under the influence of alcohol or illegal drugs.
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment.
- Fighting or threatening violence in the workplace.
- Negligence or improper conduct leading to damage of employer-owned or customer-owned property.
- Insubordination.
- Willful violation of safety or health rules.
- Smoking in prohibited areas.
- Sexual or other unlawful or unwelcome harassment.
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace.
- Excessive absenteeism, any absence without notice, or excessive tardiness.
- Unauthorized absence from workstation during the workday.
- Unauthorized use of telephones, mail system, computers, or other employer-owned equipment.
- Unauthorized disclosure of confidential information.
- Violation of personnel policies.
- Unsatisfactory performance or conduct.
- Fraud in securing appointment.
- Dishonesty.
- Negligence or willful damage to public property or waste of public supplies or equipment.

The City reserves the right to search, without employee consent, all areas and property in which the City maintains full control for the purposes of investigating work-related misconduct. Areas in which the City maintains full control include, but are not limited to, all City owned properties and buildings and City owned and/or leased equipment and vehicles.

The City reserves the right to search, without employee consent but with probable cause, all areas and property in which the City maintains joint control with the employee for the purposes of investigating work-related misconduct. Areas jointly controlled by the City and the employee include, but are not limited to, desks, lockers, file cabinets, office cabinets, and bookshelves. The City may notify the appropriate law enforcement agency if it is believed that an employee has committed criminal misconduct.

In instances described above, the City will permit the employee to have a representative present, who shall interfere with the search.