

### **3.7**

Employees are expected to be at their work stations at the beginning of their scheduled shift. Tardiness without genuine emergency circumstances will not be tolerated.

### **3.8**

Employees of the City of Wayland are expected to maintain an image of professionalism while on the job. Elements of this image would include appropriate dress and personal hygiene, refraining from the use of foul or abusive language especially that which could be considered harassment by a fellow employee, courtesy toward citizens with whom one might have contact, and work habits that would show the public that they are being well served by municipal employees. Supervisors should keep these attitudes in mind when planning work and provide leadership in this direction for all employees assigned to their departments. The following behaviors are examples of the types of conduct that will be considered unacceptable and subject to disciplinary action up to and including discharge. This list is not intended to be comprehensive but is meant to provide a guideline for employees and supervisors.

- A. Striking, threatening, engaging in physical violence or intimidation toward any other person while on the City's property or on duty.
- B. Insubordination including refusal to do any assigned task unless compliance would put the employee or any other person in physical danger.
- C. Possession of any unauthorized weapon of any kind while on duty or on City property.
- D. Gambling on city property or while on duty.
- E. Violation of safety rules and regulations or failure to use proper safety equipment.
- F. Misuse or falsification of time cards or other City records.
- G. Abuse, misuse, waste, or destruction of City property.
- H. Being under the influence of alcohol, or illegal or non-prescribed drugs (or having such drugs in your system) while on City time or City property (e.g. City buildings, vehicles, etc.).
- I. Possession of alcohol (unless a City sanctioned event) or illegal or non-prescribed drugs while on City time or City property (e.g. City buildings, vehicles, etc.).
- J. Theft of property belonging to a co-worker, a citizen, or the City.
- K. The use of City property for purposes not related to the performance of assigned duties is prohibited.
- L. Telephones are provided for business purposes. Telephones should not be used