



Town of Oyster Bay

Department of Human Resources

Work Rules

and

Rules of Conduct

EFFECTIVE NOVEMBER 20, 2013

**AGREED AND CONSENTED TO:**

CSEA LOCAL 881

BY: \_\_\_\_\_

DEPARTMENT OF  
HUMAN RESOURCES

BY: John Canning  
JOHN CANNING, COMMISSIONER

## INTRODUCTION

The Department of Human Resources Work Rules and Rules of Conduct exist to provide the basic framework of rules that guide and govern how we perform our tasks and duties, how we care for the equipment and materials necessary to carry out our assignments, and how we treat each other and conduct ourselves during the course of the work day.

While the Work Rules and Rules of Conduct have been crafted to permit the supervisory staff with the tools necessary to effect discipline and maintain a structured and equitable work environment, they are also crafted in such a way as to permit the employee the latitude to conduct his or her duties without being encumbered with onerous rules that affect or regulate his or her ability to effectively perform their job. Similarly, the Rules of Conduct were created to establish the basic behavioral standards necessary to interact with co-workers and members of the general public in a civil and cooperative manner. The Rules of Conduct take into consideration the need for a high level of morale necessary to create a pleasant work environment which in turn, makes for an effective and efficient workforce.

While the rules establish the basic framework for general conduct and work performance, the rules are not all inclusive, and could not possibly cover every circumstance or eventuality. Towards that end, undefined misconduct, misfeasance or malfeasance that clearly violates reasonable standards of common and/or practical sense will be considered a violation of Work Rules and Rules of Conduct and may be handled as circumstances dictate.

## WORK RULES AND RULES OF CONDUCT

Violations of the following Work Rules and Rules of Conduct may subject an employee to the penalties and disciplinary actions noted below.

The letter designations as noted in the work rules are identified as follows:

**W - Warning**

**D - Disciplinary Hearing**

WORK RULE	OFFENSE OCCURRENCE			
	1 <sup>ST</sup>	2 <sup>ND</sup>	3 <sup>RD</sup>	4 <sup>TH</sup>
1. All employees will report to the designated work site on time and prepared to work. Starting times and work locations shall be designated by the Commissioner or his/her designee.	W	W	W	D
2. Failure to call the Commissioner or his/her designee, as soon as possible, prior to the start of the scheduled work day, to advise of an unscheduled absence, sickness or tardiness will be considered as absence without leave.	W	W	W	D
3. Absences that are not authorized by the Commissioner or his/her designee shall be considered an unauthorized absence. Unauthorized absences shall result in the loss of pay for the entire day or portion thereof.	W	D		
4. Unauthorized use of vacation and/or personal leave. Using vacation time and/or personal leave without receiving prior approval from the Commissioner or his/her designee shall be deemed a violation.	W	D		
5. Any employee who calls in "sick" on the day before or the day after a holiday or vacation must submit a doctor's note upon return to work. Failure to do so will result in the employee being marked "absent without pay" for that day.	W	W	W	D
6. Absence for illness without accrued sick time. Employees who have no accrued sick time shall be charged absent without pay, <u>and</u> shall submit a written explanation of the necessity for the absence. Failure to provide written substantiation of the hours absent within 24 hours of the absence (72 to 96 if the absence occurs on a Friday or Holiday period, as determined by the Commissioner) shall be a violation.	W	W	D	
7. Employees shall take lunch and break periods at times designated by the Commissioner or his/her designee. Exceptions to the lunch and/or break periods that are not approved by the Commissioner or his/her designee shall be a violation.	W	W	D	

8. Extension and/or lateness in returning from lunch and/or break periods. The Department reserves the right to charge the employee an amount of time from his or her personal or vacation accruals, commensurate with the period of extension and/or lateness.	W	W	D	
9. Employees shall report to work in proper work attire.	W	W	W	D
10. An employee needing to leave the job due to an illness or injury must report said illness or injury to the Commissioner or his/her designee in order to be released on sick leave.	W	D		
11. Employees are to remain at their assigned workstations or areas unless authorized to leave by supervisory personnel. Employees shall insure that their workstations are neat and clean.	W	D		
12. Employees shall comply with the provisions of the Town of Oyster Bay Drug-Free Workplace Policy.	D			
13. At no time during a work shift shall an employee be and/or come under the influence of alcoholic beverages, or a narcotic drug, or derivative, or amphetamines, or any substance which may render the employee incapable of performing in a regular, safe and proper manner.	D			
14. Employees shall comply with the provisions of the Town of Oyster Bay Non-Discrimination and Anti-Harassment Policy.	D			
15. Employees shall comply with the provisions of the Town of Oyster Bay Computer, Information Systems, and Telecommunications Use and Security Policy.	D			
16. Employees shall comply with the provision of any and all Town of Oyster Bay policies and procedures as adopted by the Town Board.	D			
17. Employees shall comply with the provision of any and all policies and procedures as implemented by the Commissioner of the Department	W	W	D	
18. Employees operating Town-issued motor vehicles in the course of their employment are required to maintain a valid, appropriate class New York State Driver's License at all times. Said licenses are to be made available to the Commissioner or his/her designee upon request. In instances where licenses have been revoked, suspended or permitted to expire, the employee must report the same to the Commissioner or his/her designee in writing	W	D		

immediately.				
19. Employees operating Town-issued motor vehicles in the course of their employment are required to obey all rules, customs and laws of the State of New York and the Town of Oyster Bay Motor Vehicle Policy. In the course of employment, operation of any vehicle in an illegal, improper, unsafe or discourteous manner may result in the revocation of the right to use a Town vehicle, removal from any job duties and/or title requiring the operation of a motor vehicle, and/or disciplinary action.	W	D		
20. All inquiries from Governmental Agencies, Elected Officials, and Media regarding Town of Oyster Bay or departmental policies, procedures and/or protocols shall be directed to the Commissioner or Public Information.	W	D		
21. It shall be a violation to provide false information regarding Town of Oyster Bay or departmental policies.	W	D		
22. Employees are responsible to maintain all issued equipment in a safe and functional state of operation and to immediately report any theft, damage, or loss to the Division Head.	W	D		
23. Failure to follow safety practices.	D			
24. Employees shall immediately report all injuries or accidents involving self or other employees to the Division Head before the end of the work day.	W	D		
25. Unauthorized distribution of materials – Distributing written matter or materials in work areas or during working hours, unless approved by the Commissioner or his/her designee, will not be permitted.	D			
26. Unauthorized posting or removal of written materials – Employees shall obtain permission from the Commissioner or his/her designee prior to posting or removing documents, signs, posters or any other materials on Town property.	W	D		
27. Defacing or altering posted materials – Employees shall not deface, alter or otherwise mark materials posted on Town property.	D			
28. Prohibited Salvage of Town property. It is prohibited for employees to salvage Town property or remove salvaged items from Town property. All items and materials shall be disposed of and excessed pursuant to Town policy.	D			
29. Removal of Town property. Theft or removal from the premises, of any Town property or property of any other	D			

employee or individual is prohibited.				
30. Unauthorized use of private furnishings, decorations, devices, tools etc. - Employees are restricted to utilizing Town-issued tools, furnishings, decorations etc., unless otherwise approved by the Commissioner or his/her designee.	W	D		
31. Unauthorized use or possession of tools, devices, equipment, machines, furniture, office and storage space, etc. Employees shall possess or utilize only those tools, machines, devices and storage spaces assigned to them, either temporarily or permanently by the Commissioner or his/her designee.	W	D		
32. Action injurious to other employees or the public.	D			
33. Deliberately misusing, destroying or damaging any Town property, or equipment, or property or equipment of any other employee or individual.	D			
34. Threatening, intimidating, coercing, harassing or interfering with fellow employees at any time or place.	D			
35. Provoking or instigating a fight during work hours	D			
36. Making false, vicious and/or malicious statements concerning other employees, or to the general public during the course of performing work duties.	W	D		
37. Restricting employee productivity or output. Taking any action or creating circumstances or situations that restricts an employee's productivity or work output, or failing to take action to prevent the restriction of employee productivity or output.	D			
38. Undefined misconduct, misfeasance or malfeasance that violates reasonable standards of common and/or practical sense will be considered a violation.	D			
39. Insubordination.	D			
40. Falsifying, assisting in the falsification of, or failure to report the falsification of records of the Town.	D			
41. Engaging or assisting in the sabotage of Town equipment, materials, machinery, etc., or procedures in use or effect.	D			
42. Indecent or immoral conduct.	D			
43. Firearm Prohibition – Employees shall not possess firearms, explosives or weapons of any kind during work hours.	D			
44. Employees shall conduct themselves in a proper, respectful, and professional manner at all times, and shall not use profane language at any time during work hours. All employees shall identify themselves whenever	W	D		

communicating with members of the general public.				
45. Gambling on Town premises or during work hours, except for the New York State or similar Lottery.	<b>D</b>			
46. Failure to complete assigned tasks in an efficient and timely manner.	<b>W</b>	<b>D</b>		
47. Failure of supervisory employees to provide the level of management required to insure the correct completion of tasks in a timely manner.	<b>W</b>	<b>D</b>		