

SOP #19 - ABSENCE FROM WORK STATION

When an employee leaves his or her work station, regardless of the reason, the employee should ask his or her supervisor for permission. Otherwise, the employee's absence will be considered an unauthorized absence, and appropriate disciplinary action will be taken.

This policy is necessary so that supervisors can be kept aware of where employees are at all times during the regular working hours, and to ensure that all scheduled work is accomplished in a timely manner.

This policy is not applicable during normally scheduled breaks and lunch periods. Any exceptions to this standard operating procedure must be approved in advance by an employee's supervisor.

SOP #20 - ACTIVITIES PROHIBITED BY CITY EMPLOYEES

- All City employees are expected to perform their duties in a competent and professional manner at all times. Employees should also constantly keep in mind that they are public servants and subject to a high level of scrutiny by members of the general public.
- All City employees are prohibited from engaging in the following activities:
 - Using alcohol and/or illegal drugs.
 - Using City supplies and/or equipment for personal reasons. No City equipment or supplies shall ever be taken home or away from the work site for any reason.
 - Knowingly receiving any personal gain, profit, or reward from his or her official City position, duties or contacts.
 - Engaging in non-City business during regular working hours.
 - Using City vehicles for personal use or non-City business.

Failure to follow these guidelines shall result in appropriate disciplinary action, including possible dismissal. In the event, any departmental policy is more restrictive, that policy shall have precedence.

SOP #22 – EMPLOYEE RECOGNITION AWARDS (Revised 8-9-05)

I. Objective

The employee recognition awards program is designed to improve employee morale by recognizing employees, teams, departments, and managers who go above and beyond the job description requirements.