

GRAND FORKS COUNTY
POLICY MANUAL

POLICY NO. 105-13

Eff. 2/21/12

EMPLOYEE CONDUCT AND WORK RULES

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Your First Day of Employment with Grand Forks County: To help you get started, your supervisor will discuss your job description and the policies of your department. Your Department Manager will arrange for you to in-process at the Finance and Tax Department. There you will meet with our payroll clerk and complete the necessary paperwork for creation of your pay and personnel record.

Dress Code/Appearance: Appearance and dress should be in keeping with the job being performed, both for safety reasons and to reflect a positive image for the county. Should an employee arrive for work wearing clothing or accessories that, in the opinion of their supervisor, is inappropriate, they may be required, without pay, to go home and change clothes prior to commencing work.

Inclement Weather: In the event of hazardous weather, the Sheriff, or designee may delay the opening or close the county offices from two (2) to four (4) hours. If closure of the county offices for the full day is deemed prudent, the Sheriff or designee will contact, in order of precedence, the County Commission chair, Vice Chair, or the Law Enforcement Commissioner, and upon their concurrence, the Sheriff or his designee may close the county offices except for the Sheriff's Office, the County Highway Department, Juvenile Detention, and the Adult Correctional Center

When the Sheriff or his designee makes the decision to close, non-essential employees shall not be charged with vacation nor incur loss of pay. If an employee has permission to leave early or arrive late, and later the decision is made to close the offices or delay the opening of them, the employee shall only be charged leave time for the period of time not covered by the decision to close or delay the opening of county offices. This policy applies to all departments -- except the Sheriff's Office, County Highway Department, Juvenile Detention and the Adult Correctional Center.

Since the Sheriff's Department, County Highway Department, Juvenile Detention, and the Adult Correctional Center may not close during inclement weather, these departments will appoint storm essential and nonessential employees.

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Storm essential personnel are expected to meet their work schedule. Essential employees will be charged vacation or personal time if unable to report to work while the county offices are closed due to inclement weather. Essential employees at work during the time of county office closure will be provided one hour of compensation time for every hour the county offices remain closed during normal business hours.

Notice to the Public and Employees: When the Sheriff has delayed the opening or closed the county offices, the following news media will be notified by the Sheriff, if possible prior to 6:00 a.m. Employees who are enrolled in our Reverse 911 program will be notified electronically per their designation, such as through e-mail, text messaging and/or telephone messaging.

| Radio | Television |
|------------------------|-------------------|
| KNOX 1310 AM | KVLY – 11 |
| KKXL 1440 AM | KXJB – 4 |
| KFJM 1370 AM | WDAZ – 8 |
| KCNN 1590 AM | KVRR - 10 |
| K-LITE 104.3 FM | |

Rules of Conduct: To assure orderly operations and provide the best possible work environment, Grand Forks County expects employees to follow rules of conduct that will protect the interests and safety of all employees and their employer. It is not possible to list all the forms of behavior that are considered unacceptable in the work place, but the following are examples of infractions of rules of conduct that may result in disciplinary action, including suspension or termination of employment.

- ❖ Theft or inappropriate removal or possession of property
- ❖ Falsification of timekeeping records
- ❖ Working under the influence of alcohol or illegal drugs

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- ❖ **Possession, distribution, sale, transfer, or use of alcoholic or illegal drugs in the workplace, while on duty, or while operating county vehicles or equipment**
- ❖ **Fighting or threatening violence in the work place**
- ❖ **Boisterous or disruptive activity in the work place**
- ❖ **Negligence or improper conduct leading to damage of county or a customer's private - property**
- ❖ **Insubordination or other disrespectful conduct**
- ❖ **Violation of safety or health rules**
- ❖ **Smoking in prohibited areas**
- ❖ **Sexual or other unlawful harassment**
- ❖ **Possession of dangerous or unauthorized materials, such as explosives, weapons or firearms, in the work place**
- ❖ **Excessive absenteeism or any absence without notice**
- ❖ **Unauthorized absence from work center during the duty hours**
- ❖ **Unauthorized use of telephones, mail system, or other county equipment**
- ❖ **Violation of personnel policies**
- ❖ **Unsatisfactory documented performance or conduct**

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Misconduct can occur either on or off the job. Examples of misconduct on the job are cited above. Examples of misconduct off the job include, but are not limited to involvement in criminal activity or activity involving moral turpitude that, in the judgment of the county, reflects adversely on the image or standing of the county. Employees required to drive as a necessary function of their job, who are convicted, plead guilty or nolo contendere to driving under the influence or reckless driving, on or off the job, are subject to disciplinary action up to and including immediate discharge. Gambling losses, debts, or a reputation for habitual gambling may seriously compromise an employee's image and that of the county and may be considered as a form of moral turpitude. Any and all gambling, sports pools, office pools or other games of chance on county property are strictly prohibited. Any employee found participating in the above may be subject to discipline up to and including discharge. Additionally, the county recognizes that employees may voluntarily admit to having gambling problems that have not resulted in disciplinary action. These employees may be eligible for unpaid time off to participate in a rehabilitation program.