



## Personnel Policies

CITY OF WESLACO,  
TEXAS

### EMPLOYEE CONDUCT

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08/07/2018

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All employees are expected to become acquainted with the performance criteria for their particular job and with all rules, procedures and standards of conduct established by their department and by the City. Further, their conduct away from work must not adversely affect the City, its reputation, operational success, or relationship with its employees, citizens or others doing business with it.

If employees do not fulfill the responsibilities set out by such performance criteria, rules, procedures and standards of conduct, corrective action, the severity of which will depend upon the circumstances, should result. Corrective action must be taken only when an investigation of the facts shows that it is justified. If employees disagree with a decision regarding corrective action, a complaint procedure is available to them.

It is important that all employees understand what is expected. It is impossible to write procedures covering every situation. The following are some examples of employee conduct that are not permitted and that will result in corrective action and/or termination of employment:

- Conduct that an employee has been informed is unacceptable.
- Failure to maintain satisfactory work performance standards.
- Failure to respond while “on-call”.
- Violation of public law when at work on the premises or off the premises when engaged in a work assignment.
- Falsification of time records, personnel records or other City records.
- Smoking in City facilities or vehicles.
- Gambling, participating in lotteries or any other games of chance on the premises any time.
- Violation of the Drug and Alcohol-Free Workplace Policy of the City.
- Soliciting, collecting money or circulating petitions on the premises other than within the rules and regulations of the City.
- Possession of firearms, explosives or other lethal weapons on the premises or in City vehicles.
- Abuse or waste of City tools, equipment, fixtures, property, supplies or goods.
- Creating or contributing to hazardous, unhealthy or unsanitary conditions.
- Violations of safety rules or acceptable safety practices.
- Failure to cooperate with a supervisor or co-worker, impairment of function of a work unit or disruptive conduct.

- Disorderly conduct, harassment of other employees (including sexual harassment) or use of abusive language on the premises.
- Fighting, encouraging a fight, or threatening, attempting or causing injury to another person on or off the premises when engaged in a work assignment.
- Sleeping on the job.
- Dishonesty or the unauthorized possession, removal or use of City or another employee's property, including records and confidential information.
- Creating a condition hazardous to another person on the premises.
- Destroying or defacing City property or records or the property of an employee or citizen.
- Refusal to follow instructions or to perform designated work or refusal to follow established rules and regulations.
- Unauthorized audio or video recording on City premises, in City vehicles or at off-premises work-related activities.
- Repeated tardiness or absence, absence without prior notification to the supervisor or without satisfactory reason, or unavailability for work.
- Violation of the policies or rules of the City.

It is our practice to ensure that violations of policies or principles of acceptable employee conduct are appropriately addressed with consistent corrective action. The following types of corrective action are available to supervisors:

- Verbal notifications
- Written notifications
- Suspension