

02. PERSONNEL

2.15. Standards of Conduct

BOS Adopted – Jul 1, 2004

Employees of the Sheriff's Office are excluded from this section of the policy and should refer to the Sheriff's Office policy regarding Standards of Conduct.

2.15.1. General Procedures

A. The Standards of Conduct in this policy are designed to protect the well-being and rights of all covered employees; to assure safe, efficient government operations and to assure compliance with law.

B. The Standards serve to:

1. Establish a fair and objective process for correcting or treating unacceptable conduct or work performance;
2. Distinguish between less serious and more serious actions of misconduct and provide corrective action accordingly; and
3. Limit corrective action to employee conduct occurring only when employees are at work or when otherwise representing the County in an official or work-related capacity, unless otherwise specifically provided for in this procedure.

C. The Standards in this policy are intended to be illustrative but not all inclusive. Accordingly, an offense which, in the judgment of the agency head, although not listed in the policy, undermines the effectiveness of the agency's activities or the employee's performance, should be treated consistent with the provisions of this policy.

2.15.2. Timely and Regular Attendance. Planned absences should be arranged with supervision in advance. Unexpected absences should be reported to supervisors as promptly as possible, as determined by agency management.

2.15.3. Dependable Application of Time. Employees are expected to apply themselves to their assigned duties during the full schedule for which they are compensated.

2.15.4. Satisfactory Work Performance. Employees are expected to meet established performance standards. Conditions or circumstances, as they become known, which will prevent employees from performing effectively or from completing their assigned tasks should be reported to supervision. Unclear instructions or procedures should be brought to the attention of supervision.

2.15.5. Supervising for Better Work Performance

A. Supervisors should assist employees in understanding their work assignments, the Standards of Conduct, and the goals, objectives, and performance standards of their position.

B. Supervisors should be aware of inadequate or unsatisfactory work performance or behavior on the part of employees and attempt to correct the performance or behavior immediately. Depending on the severity of the situation, corrective action may be accomplished through the use of informational or formal means. Informal corrective action may take the form of a counseling session or the issuance of a counseling memorandum or letter. Formal disciplinary action is accomplished by the issuance of a written reprimand. While it is hoped that most performance and behavior problems can be resolved through a counseling process, such counseling is not a prerequisite to taking formal disciplinary action.

2.15.6. Dress Code. All personnel shall dress in a manner that is suitable to their place and type of work. Office workers shall generally dress in business or business casual attire. Department Heads are responsible for making judgment calls as to appropriateness and compliance with dress code. Department Heads are encouraged to extend this standard to their volunteers, contract employees, and community service workers that are working in an environment visible to the public.

2.15.7. Employee Political Activity

A. Employees of the County serve all County residents equally. The political opinions or affiliations of any resident will in no way affect the amount or quality of service received from the County. An individual's political affiliation, preference, or opinion will not in any way influence appointment, retention, or promotion as a County employee. No employee will, directly or indirectly, give, render, pay, offer, solicit or accept any money, services or other valuable consideration of or on account of any appointment, proposed appointment, promotion or proposed promotion to a position in Fluvanna County.

B. Employees of the County will not solicit any assessment or subscription intended for any political purpose from other employees or the general public. Employees of the County will not contribute money to any candidate or political party except on a strictly personal voluntary basis.

2.15.8. Gifts and Gratuities

A. An employee of Fluvanna County is subject to disciplinary action if he accepts "gifts or gratuities" of value from anyone doing business with the County or anyone actively operating under the various codes and ordinances of Fluvanna County.

B. The term "gifts and gratuities" includes, but is not limited to monies, credits, lavish meals, household appliances and furnishings, clothing, loans of money, tickets to sporting events, theaters, etc., transportation, vacations, travel or hotel expenses and various forms of entertainment. County related business trips paid for by others must receive prior approval of the County Administrator or the Board of Supervisors.

C. The term value could apply to any gift if given in return for "special treatment" from the County. The receipt of such items as calendars, sample advertisements such as a pencil or ball point pen on which the employers place no significant value may be accepted as a courtesy, but only if the employee has not requested the item. The overriding factors shall be that the gift is accepted as a courtesy, has no significant value to the employee, is not requested by the employee and is in no way related to "Special treatment" for the giver. Any gift should be discouraged when possible.

D. Employees may not personally accept gifts of significant value, but may accept gifts or contributions that will be used to the benefit of the public in a county office, subject to acceptance of that contribution being confirmed by the County Administrator or the Board of Supervisors. A value in excess of \$50.00 shall be deemed significant.

2.15.9. Conflict Of Interest. Employees of the County will, in all cases, be guided in their action by the highest of ethical standards. Information gained through association with the County will not be used for personal profit or gain, nor may normal business associations with anyone be used to the personal advantage of an employee. For example, employees may not:

A. Speculate or trade in real estate to take advantage of information gained through the County that is not otherwise available to the general public.

B. Be employed or accept payment for services from contractors or others.

C. Purchase or offer bids on surplus County property, unless sale of services and goods are offered at uniform prices available to the general public or are offered to all in an advertised public auction, and do not exceed \$500 total for all purchases at one sale or a series of related sales. (Virginia Code Section 2.2-3110.A.6)

2.15.10. Smoking in the Work Place. All County facilities are tobacco free facilities. This policy covers the smoking of any tobacco products and the use of smokeless tobacco products. Employees wishing to smoke shall do so outside of County Buildings. For purposes of this policy, this shall also include County-owned vehicles.

2.15.11. Network/Internet Acceptable Use. All users of electronic mail and internet services are required to acknowledge acceptance of and intention to comply with County Policy 5.1. - Computers and Information Systems Acceptable Use.

2.15.12. Seat Belt Use. Employees are required to use lap and shoulder seat belts when driving a vehicle on-the-job.

2.15.13. Social Media Use (BOS adopted - March 1, 2017)

A. Policy. This policy also provides general guidelines for the use of social media by all County employees.

1. Fluvanna County respects the right of employees to use social media and does not discourage employees from self-publishing, self-expression and public conversation and does not discriminate against employees who use these mediums for personal interests and affiliations or other lawful purposes.

2. It would be a violation of this policy for an employee to use social media to post or display comments about coworkers, supervisors or Fluvanna County that are obscene, threatening, intimidating, harassing or a violation of the Fluvanna County personnel policies against discrimination, harassment or hostility on account of age, race, religion, sex or any other protected characteristic.

B. Procedures. Employees are expected to follow the guidelines and policies set forth to provide a clear line between you as the individual and you as the employee of Fluvanna County.

1. Employees cannot use employer-owned equipment, including computers, County-licensed software or other electronic equipment, or facilities during working hours (excluding breaks and lunch periods) for the personal use of social media.

2. Employees are responsible for their commentary on all social media sites and can be held personally liable for commentary that is considered defamatory, obscene, proprietary or libelous by any party.

3. Employees can be disciplined for any use of social media in a manner that violates County policies. Information posted on social media sites can be used by the County as evidence in disciplinary actions.

4. Employees are encouraged to be careful in their use of social media to avoid the appearance of using that media in an official capacity.

5. Employees must respect all copyright and other intellectual property laws. It is critical that employees show proper respect for the laws governing copyright, fair use of copyrighted material owned by others, including the County's own copyrights, trademarks and brands.

6. Employees should not use Fluvanna County email addresses to register on social networks, blogs or other online tools utilized for personal use.

C. Forms of Social Media. The forms of social media or technology referred to in this policy include, but are not limited to blogs, wikis, microblogs, message boards, chat rooms, electronic newsletters, online forums, social networking sites, and other sites and services that permit users to share information with others in a contemporaneous manner.

D. Employer Monitoring. Employees have no expectation of privacy while using the County's technology resources for any purpose, including authorized social media. The County monitors all such use and may withdraw content deemed to be inappropriate, outside the scope of

an employee's authority, or in violation of County policy as determined by the Department Director and/or Human Resources Department.

E. Discipline for Violations. The County will investigate and respond to all reports of violations of this policy. Violations may result in disciplinary action up to and including termination.