

Treasury Documentation**Subject:** Employee Conduct**For:** EMPLOYEE HANDBOOK**Also See:** ET-03105, 125

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Cause for Discipline

Employees are entitled to know what kinds of actions and attitudes are considered unacceptable, what types of disciplinary actions may be taken, and how discipline is handled. Disciplinary procedures are addressed in Policy ET-03125 in the Employee and Supervisor Handbooks. Employees may expect discipline for actions prohibited by the employer, or for failure to take actions required by the employer, including the following.

Acceptance of Gifts

Employees are prohibited from soliciting, accepting, or agreeing to accept gifts, loans, services, discounts, or any other item of value, under any circumstances, which could reasonably be expected to damage their ability to perform the duties of their jobs impartially or effectively.

Appearance

All employees shall dress appropriately for their job and work area. Generally, clothing and grooming styles that are acceptable in the business community are acceptable at work. Some areas may need to develop more specific dress codes for their employees, relative to the nature of work performed or State business that area is responsible for conducting. An employee's appearance reflects on the employer, and it is necessary for the Department of Treasury (Treasury) to project a positive and professional image. Departures from acceptable attire or grooming standards are subject to progressive disciplinary action.

Attendance

Employees may be disciplined for absence without leave, failure to give proper notice or receive approval for absence, habitual tardiness, or excessive absenteeism. Employees are also required to remain at their work assignments, except during authorized breaks or other authorized departures.

Compliance with Rules, Regulations, Policies, and Procedures

Employees may be disciplined for violation of or failure to comply with any applicable policy or procedure or any Civil Service rule or regulation.

Courtesy

Each person who visits a Treasury office or communicates with Treasury is entitled to prompt, courteous, and thoughtful service. The employer will determine proper procedures to follow when assisting callers or visitors by telephone or correspondence.

Employees whose job duties require consulting other employees shall converse in a quiet and businesslike manner and be considerate of other employees' time as well as their own.

An employee's value to Treasury may be appraised to a large extent on the basis of his or her ability to transact business efficiently and pleasantly.

Offensive language or gestures will not be tolerated.

Duty to Report

Employees are required to immediately notify their supervisors or the Administrator, Office of Human Resources, if they become aware of serious infractions involving another Treasury employee. Serious infractions include, but are not limited to, all conduct listed under the heading "Egregious Offenses" in this Policy.

Eating or Recreational Activities at Desks

Employees shall avoid the appearance of misusing work time which can result if employees are seen engaged in activities unrelated to work, such as eating, reading, playing cards or other games at their desks. Lunch rooms and cafeteria facilities are available for eating or recreational activities.

Egregious Offenses

Certain acts of misconduct are sufficiently egregious that they will generally result in a proposed penalty of dismissal. These include, but are not limited to:

1. Taking or converting to private use property or money handled by Treasury in administration of State laws.
2. Breaking laws, rules, or regulations administered by Treasury. This includes refusal to file tax returns and/or remit any taxes, penalties, or interest finally determined to be due under State taxing statutes.
3. Using one's position, knowledge, or access to promote personal interests or the interests of friends or relatives, to harass or intimidate, or to investigate anyone for reasons other than official business.
4. Helping others circumvent laws administered by Treasury or defraud the State.

5. Theft of property belonging to the State, a fellow employee, or other property coming into the possession of an employee as a result of his or her position in Treasury.
6. Conviction of a felony.
7. Engaging in acts of physical violence while on the job.
8. Reporting for duty or being on duty with a controlled substance present in the bodily fluids, except where the use of the controlled substance is pursuant to the instruction of a physician.
9. Serious violations of the rules governing disclosure.

Garnishments and Levies

Employees whose pay is garnished or levied should receive a copy of the garnishment or levy mailed to his or her home address by the court. If a garnishment or levy is served on Treasury, the employee will be notified. Employees are expected to take the necessary steps to avoid any further garnishments or levies.

Insubordination and Respect for Authority

Employees shall treat all supervisors, managers, administrators, and executives in an appropriate manner. Employees shall comply with all work-related directives issued by proper authority. Insubordination, manifest disrespect, or other serious breaches involving improper attitudes or actions toward persons in positions of authority may result in discipline.

Personal Calls, Cell Phone Usage, Mail, and Computer Usage

Generally, employees should use public telephones or cell phones during breaks or rest periods to make personal calls. Use of business telephones for personal calls is regulated by each work area.

Personal long-distance calls are not allowed at State expense.

All mail received in Mail Operations and Facility Services, Departmental Services Division, is opened before it is distributed. Employees shall not use the Treasury mailing addresses to receive personal mail. Personal mail should be sent to employees' home addresses.

The same prohibitions apply to the use of e-mail, Internet, or other computer programs or access for personal business. Treasury computers remain the property of the employer and are subject to search or inspection without notice. When using State computers, employees have no expectation of privacy, other than business-related confidentiality requirements.

Public Statements

Employees shall not make public statements that show a disregard for the truth, or characterize statements as the official position of Treasury without proper authority.

Required Response to a Direct Order

Employees are required to fully and truthfully answer questions pertaining to job-related matters or to conduct which is under investigation when ordered to do so by an authorized representative of the employer. Job-related matters include, but are not limited to, on-duty conduct, conduct which has an adverse impact on the employment relationship, and the use of Treasury materials, supplies, equipment, or property. Employees are subject to discipline, including discharge, for refusing to answer questions when advised answers will not be used in any subsequent criminal proceedings and that refusal to answer will be considered insubordination. (Refer to Policy ET-03105 in the Employee and Supervisor Handbooks.)

Solicitations or Sales in the Workplace

State Administrative Board policy allows solicitations at the entrances or in the lobby space of State office buildings. No other solicitations are allowed in other areas of State office buildings, except those allowed through the voluntary payroll deduction process.

Charitable organizations desiring to solicit funds or sell newspapers or articles at the entrances or in the lobby space of State office buildings must obtain permission from the Property Management Division, Department of Management and Budget. Violations of this policy should be immediately reported to the Property Management Division.

Employees must use discretion when buying or selling merchandise within the work area. Sales shall take place during breaks or rest periods to avoid disruptions to work schedules.

Employees must also use discretion when taking up collections for employees who are in the hospital, leaving State service, etc., to avoid disruption of employees' work routines.

Unbecoming Conduct

Employees shall conduct themselves at all times in a manner that will reflect favorably upon the State of Michigan and Treasury. Unbecoming conduct includes behavior which brings Treasury into disrepute, reflects discredit on the individual as an employee of Treasury, impairs the efficiency of Treasury or employee(s), or otherwise adversely affects the employment relationship. Examples of unbecoming conduct include, but are not limited to:

1. Obscene or immoral conduct while on duty.
2. Falsification of records or reports.
3. Misuse, abuse, or personal use of State materials, supplies, property, or equipment.
4. Incompetence, unwillingness, or failure to render satisfactory service.
5. Engaging in a strike or work stoppage or slowdown which targets the State of Michigan or any State agency.
6. Reporting for duty or being on duty with any evidence of alcohol consumption or illicit drug use, or habitual abuse that interferes with employee's job.

There are other possible breaches of conduct that are unacceptable, but these examples are indicative of the kind of behavior that could reasonably be expected to result in disciplinary action.

Additional Information

Employees should refer to the Subject Index in this Handbook for related topics.

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