

# Department of Licensing and Regulatory Affairs

## WORK RULES (Effective August 1, 2013)

The purpose of work rules is to set standards of behavior that the Department expects of all employees. Violation of work rules may lead to corrective and/or disciplinary action, which may range from informal counseling (verbal) through discharge. The following list of work rules serves to provide examples of situations for which an employee may be counseled or disciplined. This list is not considered to be all inclusive.

### All Department employees will:

1. Report to work promptly at scheduled starting time and remain until the end of the shift.
2. Avoid tardiness or absences and refrain from unexcused absenteeism.
3. Promptly notify supervisor of any anticipated absence or tardiness, and obtain prior approval as directed in the Department's Employee Handbook.
4. Keep supervisor apprised of whereabouts during work hours.
5. Report to work in appropriate attire, with appropriate grooming and personal hygiene. Appropriate attire or grooming may vary according to working conditions, job duties, and contact with others.
6. Comply with designated time limits and scheduling of lunch periods, rest periods, and/or wash-up periods.
7. Obtain annual approval for supplemental employment (dependent upon Civil Service Rules, departmental policy and/or union contracts).
8. Not engage in neglect of duty or willful idleness, including but not limited to conducting personal business on the job: loitering, sleeping, or reading non-work related publications.
9. Treat others with courtesy and respect, do not use profane language and/or gestures, or be disruptive.
10. Observe all health, sanitation, safety rules and practices, including the use of required protective clothing and equipment, and use of seat belts while driving State vehicles or on State business.
11. Contribute to safe working conditions by reporting any unsafe conditions or work-related accidents to supervision.

12. Demonstrate appropriate behavior toward supervision. Refrain from insubordination including any ***action or failure to act***, which shows an intentional disregard for authority, such as a refusal or failure to follow supervisory instruction, direction, or a direct order.
13. Comply with all Civil Service rules and regulations and departmental policies and procedures pertaining to discriminatory harassment.
14. Not make false or malicious statements concerning the Department, its employees, other State employees, or members of the public.
15. Not engage in intentional destruction or damage to the property of a co-worker or member of the public.
16. Comply with all Civil Service rules and regulations and departmental policies and procedures pertaining to workplace safety.
17. Not abuse or misuse State property, materials, or equipment; or remove State property, materials, or equipment without proper authorization. This includes use of State property for personal gain, careless or malicious use, failure to properly maintain, or the unauthorized alteration of State property.
18. Not become involved in a conflict of interest or a potential conflict of interest situation. Employees will immediately report a conflict or potential conflict of interest situation to supervision.
19. Not engage in a strike or work slowdown or stoppage either individually or as part of a group.
20. Not engage in unauthorized political activity in violation of Federal and/or State statutes.
21. Not accept, offer, or solicit gifts, favors, loans or services from or to any individual or organization which could be construed as an incentive to provide more favorable treatment than others received. Report to supervision any offer of a bribe or gratuity.
22. Cooperate fully in any departmental investigation, and not hinder, obstruct, or interfere with any authorized investigation by the Department or any other administrative or law enforcement agency.
23. Not use any type of device to record, transmit, or transcribe audio conversations or video images without the prior consent of all parties involved. The only exception is recordings which are authorized, routinely recorded, and/or monitored as a part of the daily operations of the Department. Employees are prohibited from making unauthorized copies of communications which are routinely recorded and/or monitored as part of the daily operations of the Department (logbooks, security tapes, etc.)

24. Possess a valid driver's license when driving in the course of duty on official State business. If the employee drives his/her personal vehicle on official State business, the employee **must** possess a valid driver's license and insurance. The employee **must notify** supervision in writing of any change in the status of his/her driver's license immediately.
25. Immediately self-disclose to Human Resources, in writing, any criminal conviction (felony or misdemeanor); immediately notify Human Resources, in writing, of any pending felony charges and the final disposition and/or judgment or sentence of those charges.
26. Refrain from unauthorized lending, borrowing, or duplicating of keys, ID cards, security cards, or Department-issued uniforms or equipment; careless or improper use of keys, ID cards, security cards, or Department-issued uniforms; failure to promptly report the loss of keys, ID cards, security cards or Department-issued uniforms or equipment.
27. Refrain from making unauthorized solicitations of funds or donations.
28. Refrain from selling or delivering commercial products or services on State property without authorization.
29. Not engage in conduct unbecoming a State employee including, but not limited to, immoral or indecent conduct or a criminal act.
30. Not misuse State communication systems; comply with the acceptable use of the State's information technology resources, policies and procedures, and department's policy.
31. Not falsify or attempt to falsify any records, reports or other documents.
32. Not improperly disclose, remove, or copy departmental records or documents, or improperly release confidential information, or knowingly release inaccurate or incomplete information.
33. Not make public statements as a representative of the Department that show a disregard for the truth, or characterize statements as the official position of the Department without proper authority.
34. Not smoke or use smokeless tobacco products in State-owned vehicles or any office space owned or leased by the State, including State-owned/leased parking lots or structures.
35. Submit to drug and/or alcohol testing as required by Civil Service rules and regulations, federal regulations under the Omnibus Transportation Employees Testing Act of 1991, departmental policies and procedures, and/or applicable collective bargaining agreements.