

SECTION VII: EXPECTATIONS AND WORK ETHIC STANDARDS

7.1. **Rules and Regulations of Conduct**

Like any organization, the City must establish rules of conduct so that employees understand what is expected of them and are aware of the penalties that will result if they fail to comply with those rules of conduct. Mauston recognizes two (2) types of offenses: major infractions and minor infractions. The following two listings help to categorize the seriousness of potential offenses. These listings will act as a guideline for discipline, but by no means exhaustive of acceptable and unacceptable conduct. Policies 7.4 – 7.15 are meant provide more detail and clarity in City expectations of its employees and what constitute an infraction.

The City reserves its right to add to, modify, or change these rules and regulations as situations require. The nature and severity of the offense as well as the circumstances involved in each case may affect the discipline imposed.

7.2. **Major Infractions:**

Where an employee's conduct is of a serious, extreme, or outrageous nature, the employee may be discharged without reference to prior employment history or other circumstances.

- Dishonesty, including, but not limited to theft of City property or the property of others, fraudulent statements concerning medical records, and falsification of time records, falsification of City records, or documents used by the City.
- Possessing on City property or on City time, any controlled substance, including but not limited to alcohol, marijuana, cocaine, stimulants, depressants, narcotics, hallucinogens, prescription drugs not properly prescribed or not for a bona fide medical use, so called "lookalike" drugs and drug paraphernalia.
- Engaging in work under the influence of any controlled substance on City premises or on City time.
- Engaging in work when that employee has unacceptable levels of a legal substance (such as alcohol) or any levels of an illegal substance as determined by proper screening and testing.
- Engaging in any negotiation, barter, or agreement regarding the sale or purchase of any illegal substance on City premises and on City time. This is to include any telephonic negotiations, barter, or agreement regarding the sale or purchase of an illegal drug.
- Conviction of a crime that is substantially related to the nature of the employee's job.
- ~~Possession of explosives, firearms, and/or other weapons on City property (unless warranted by job duty, such as police).~~ Possession of explosives on City property is strictly prohibited. Firearms and other weapons are not allowed in City buildings, except when required for official duties, such as law enforcement.
- Deliberate restriction of productivity, or sleeping while on duty.
- Fighting, assault, or threatening or inciting physical assault on another person.
- Intentional conduct, gross negligence, carelessness, or horseplay resulting in serious injury or damage.