

**A. EMPLOYEE CONDUCT:**

Teller County employees are expected to treat all other County employees, supervisors, Department Heads, Elected Officials, customers, visitors, and the public with respect and in a professional manner. All County employees are expected to consistently:

- demonstrate the job skills (including the training, experience, and physical and mental skills) to perform their job responsibilities in a manner that meets the quality and productivity standards the County establishes;
- be on time and ready to work at the start and throughout all scheduled work periods;
- perform all of their job responsibilities and meet the County's needs;
- demonstrate their commitment to the County's goals; and
- conduct themselves as mature, cooperative professionals.

The County strives to maintain a work environment that promotes open communication and provides resources to help employees resolve problems on the job. If you have a concern related to the workplace, we encourage you to talk to your supervisor or the Human Resources Department. If you are having difficulty resolving a workplace problem, you may want to start by discussing your concern with your supervisor, who may be the person in the best position to help. Supervisors have a responsibility to address job-related problems and discuss your situation with you. As appropriate, your supervisor reviews the facts involved, considers any County policies and practices that may be applicable, and responds to your concerns. If your concern is not resolved at this level, or if there is some reason you feel the situation cannot be discussed with your immediate supervisor, you may wish to take the matter to the Human Resources Department or your Department Head. If the problem is one of sexual harassment, please refer to that section of this Manual.

An Employee engaging in any unlawful activity during off-duty work hours can be disciplined up to and including termination of employment.

**B. HEALTH & SAFETY:**

The County group benefits package is intended to assure the

availability of the best possible health care for County employees. It is the goal of Teller County to eliminate work-related injuries. Accomplishing this requires the active involvement of all employees in (1) practicing safe work habits, (2) correcting or reporting all safety hazards and unsafe conditions and (3) actively participating in safety-awareness programs. Willful disregard of safe work practices is cause for disciplinary action and an employee injured as a result of his/her own willful disregard of such practices may be denied compensation for time so lost.

Employee safety is of the utmost importance to the County. You should immediately inform your supervisor or County management about any accident or unsafe or hazardous working condition. The County, or our worker's compensation or comprehensive liability insurance carrier may provide separate safety policies or training, for example regarding fire safety, exiting the building in an emergency, or accident prevention and reporting. Employees must comply with any separate safety policy the County may issue or implement and participate in all safety training the County provides or approves. Employees are responsible for knowing, understanding and adhering to all applicable safety regulations for each work area at which they perform work for the County.

Any employee driving a county-owned vehicle, or driving a personal vehicle on County business, is required to utilize the factory-equipped safety belts while the vehicle is in motion. Any passenger in a county-owned vehicle is also required to utilize a safety belt while that vehicle is in motion. For exceptions, see the Commissioners' Resolution #1-7-88(2).

**C. CONFIDENTIAL INFORMATION:**

Most aspects of County Government are available for public review pursuant to Colorado's Open Meetings Law and Open Records Act. However, there are some areas personal, confidential, or sensitive information that will remain confidential unless required by law to be released. The misuse by a County employee of confidential information will be cause for disciplinary action up to and including termination of employment.

**D. PERSONAL USE/CONVERSION OF COUNTY PROPERTY:**

The personal use and/or conversion (theft) of County property is prohibited and will result in disciplinary action up to and including immediate termination of employment and the filing of criminal charges.

The use of County vehicles to commute to and from work and for non-County business related purpose is generally prohibited. Exceptions are: Elected Officials, law enforcement personnel on-call, Transportation Department supervisors and the Fleet Manager. When it is more efficient, and with approval from the employee's supervisor, an employee may take a County vehicle home when an employee finishes work near his/her home or when the vehicle will be needed to leave (or return) in the early hours of the morning or evening for a conference, workshop, etc.

**E. DRESS CODE:**

In order to maintain good safety practices and a business-like atmosphere, employees are required to dress in attire suitable to the job. If specific dress requirements are necessary, guidelines will be issued by the Elected Official/Department Head.

**F. IMPROPER/OFF-DUTY CONDUCT:**

An employee is responsible for his/her conduct on Teller County property whether on or off duty. Teller County's general rules of conduct and behavior expectations also apply when an employee is traveling on Teller County business, as well as any time an employee is working for or is representing Teller County away from the premises.

**G. CONFLICTS OF INTEREST:**

No employee shall engage in any employment or activity which could create a conflict between the public obligations and/or private interests. An employee is prohibited from accepting any gift or other consideration from firms or individuals doing business or seeking to do business with the County and comply with all provisions of Colorado Amendment 41. An employee is prohibited from using any position with the County for personal gain. In the event a situation arises which could create a conflict of interest for an

employee, that employee shall immediately notify the Elected Official/Department Head who will forward the information to County Administration for legal advisement. Failure to make a disclosure or resolve a conflict of interest satisfactorily can result in discipline up to and including termination of employment.

**H. DRUG FREE WORKPLACE:**

Substance abuse at work or away from work can seriously endanger the safety of an employee and render it impossible to supply top-quality products and services. Teller County has a policy to detect and remove abusers of alcohol, drugs, or other controlled substances. Teller County is committed to preventing the use and/or presence of these substances in the workplace. It also is the policy of Teller County to provide, as an employee benefit, an Employee Assistance Program (EAP) that is designed to help workers deal with substance abuse and other problems that might arise. Any employee violating this drug free workplace policy is subject to discipline up to and including termination. In appropriate circumstances, the employee may be referred to EAP.

The intent of the drug free workplace policy is to:

- provide clear guidelines and consistent procedures for handling incidents of employee use of alcohol, drugs, or controlled substances that affect job performance and to make every effort to institute and maintain a drug-free workplace;
- ensure that an employee conforms to all state and federal regulations regarding alcohol, drugs, or controlled substances;
- offer assistance to an employee in resolving problems that affect job performance.

Teller County prohibits the unlawful manufacture, distribution, dispensation, presence, or use of alcohol, drugs, or other controlled substances on its property or work sites.

Teller County uses drug testing to help administer this policy. The

following types of testing are used;

- an employee is tested for cause.
  
- an employee who occupies a sensitive position from a safety and health or security standpoint, including all transportation positions, are randomly tested or tested on at least an annual basis.
  
- an employee is tested following accidents where required by law or the substance abuse policy.
  
- an employee is tested pursuant to conditions or procedures established in connection with Teller County's EAP.

A complete copy of the current Teller County Substance Abuse Policy adopted by the Board of Teller County Commissioners in concurrence with the Elected Officials is located in Section XI, Appendix I of this manual.

**I. NON-HARASSMENT POLICY:**

The County prohibits harassment against anyone (including any applicant, employee, supervisor or customer) based on the individual's race, color, gender, national origin, religion, disability, age, marital status, or veteran status, or based on those aspects in an individual's relatives, friends or associates. Harassment means verbal or physical conduct that insults or shows hostility or aversion toward an individual. Harassment may include epithets or slurs, negative stereotyping, threats, intimidation or hostile acts, demeaning or hostile jokes or pranks, insulting or hostile written or graphic material posted or circulated in the workplace. Harassment will lead to disciplinary action, up to and including immediate termination. All employees of the County have a responsibility to report any incident of harassment they experience or observe, and all employees are strongly encouraged to make any such report, as explained further in the Reporting policy below.

The County prohibits and does not tolerate sexual harassment in any form. All employees of the County have a responsibility to report any incident of Sexual Harassment they experience or observe, and all employees are strongly encouraged to make any such report, as explained further in the

Reporting policy below.

No one at the County, including officers, supervisors, employees, clients, vendors or any other person, may make sexual advances or requests for sexual favors, or engage in any other verbal or physical conduct of a sexual or gender-based nature where (1) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile or offensive work environment; or (2) it is obvious or implied that tolerating or submitting to such conduct is a condition of employment or will be used for the basis of any employment decision, including, but not limited to, hiring, firing, performance appraisals, salary benefits, position, job transfers or any other decision affecting any term or condition of employment with the County (all such conduct is described in this policy as "Sexual Harassment"). Sexual Harassment may include making lewd jokes or sexual comments, whether verbally, in writing or by electronic mail; using sexually offensive language; making graphic, sexually oriented comments about someone's body; displaying, circulating or discussing sexually explicit or suggestive materials; engaging in inappropriate physical contact or overly familiar touching; making sexual innuendoes; or requesting a sexual relationship or repeatedly requesting a dating relationship.

Any employee who engages in sexual harassment will be subject to discipline, up to and including immediate termination.

**e. Reporting Harassment or Sexual Harassment**

Employees have an important responsibility in the effective implementation of the County's policies against harassment and sexual harassment. Any applicant or employee who believes that he or she has been the subject of harassment or sexual harassment, or who has witnessed anyone else connected with the County experience or commit such conduct, should promptly notify his or her supervisor, the Human Resources Department or any other management employee. If a perpetrator is the employee's supervisor or Department Head/Elected Official, the employee should notify the Human Resources department, a supervisor with another department or any other Department Head/Elected Official.

The County will promptly investigate a harassment or sexual harassment

complaint and the County will take corrective action where appropriate. The County will make reasonable efforts to preserve the confidentiality of everyone involved with any harassment or sexual harassment complaint and investigation. Employees have a right to make good faith complaints about harassment or sexual harassment and to act as witnesses in investigations of those complaints. The County will protect complaining employees and witnesses against retaliation for making a harassment or sexual harassment complaint or report.

Any employee or supervisor found to have committed harassment or sexual harassment will be subject to discipline, up to and including discharge. False accusations of harassment or sexual harassment can have serious effects and any employee found to be asserting false accusations will be subject to discipline, up to and including termination.

Employees are required to participate in any training the County provides or sponsors about harassment and sexual harassment. Employees are also required to participate and to be truthful in any investigation by the County. Employees who refuse to cooperate in the County's training, or in an investigation, or who fail to provide complete and truthful information as part of an investigation, will be subject to discipline, up to and including termination.

**J. WORKPLACE VIOLENCE:**

The County has zero tolerance for violence. Any employee who is violent or who threatens to be violent in the workplace or on the job, whether toward any customer, coworker, supervisor, County official or member of the public, will be subject to discipline up to and including immediate termination.

If you are attacked or threatened with violence, or if you see someone else being attacked or threatened, take appropriate steps to protect yourself and others and to avoid causing more violence, and notify emergency personnel (i.e., 911 for police, fire or ambulance help) and County management. Any employee who has reason to believe there is a risk of violence from another employee, a customer, any family member, friend or former spouse, or anyone else, should promptly report those concerns to their supervisor or County management. Any employee who obtains a restraining order against anyone else

based on any violence or threatened violence should promptly report that order and provide the County with a copy of the order.

Teller County prohibits intimidation, threats, or hostile behaviors, physical/verbal abuse, vandalism, arson, sabotage or any other act that is inappropriate to the workplace. In addition, bizarre or offensive comments regarding violent events and/or behavior are not tolerated.

A complaint of any violent or bizarre behavior should be reported to a supervisor or Human Resources for investigation. An employee should directly contact law enforcement personnel if they believe there is an imminent threat to the safety and health of an employee or property.

**K. ELECTRONIC MAIL/INTERNET;**

Teller County supplies computers for the sole use of doing business and as such these computers, at all times, are subject to monitoring and searches as seen fit by the Elected Official, Department Head or the Department of Information Technology.

County e-mail is provided by Teller County to its computer users. It is intended for business-related communications, including uses related to county-sponsored events and activities. The purpose of e-mail is to further the County's business goals and not to provide a communication facility for employees' personal business. Therefore, e-mail should not be used for any outside or personal business ventures, outside organizations, for political or religious causes, or for any other non-job-related solicitations. Even if an e-mail message is sent only within the County, it should never contain sexually explicit images, messages, or cartoons, or any ethnic slurs, racial epithets or any other material which could be construed as harassment or disparagement of others based on race, national origin, gender, age, disability, or religious or political beliefs.

**L. TARDINESS/UNEXCUSED ABSENCES:**

Tardiness is arriving late at the workplace either at the beginning of the work shift or returning late from a lunch or rest breaks. An unauthorized absence from the workplace either for an entire work shift(s) or for times

throughout the day that are not lunch or rest breaks are considered unexcused absences. An employee who fails to notify a supervisor of an anticipated tardiness or absence may not be compensated for the time missed from work. Tardiness and unexcused absences may result in disciplinary action up to and including termination of employment.