

ARTICLE VI. EMPLOYEE STANDARDS OF CONDUCT (This section reflects recent court approved policy language: Court Order# 2011 1179 – July 5, 2011.)

DIVISION 1. GENERALLY

Sec. 86-751. Employee conduct.

Each employee covered by this policy is employed to fulfill specific job duties and expectations to support the mission and values of their department and Dallas County and is expected to act and perform those tasks in a manner deserving of public trust. The following list is not all-inclusive but is intended to illustrate some of the minimum employee expectations and standards for acceptable workplace conduct and performance.

An employee who contributes to the success of the County's mission:

- Performs assigned duties and responsibilities with the highest degree of public trust;
- Devotes full efforts to job responsibilities during work hours;
- Meets and exceeds established job performance expectations;
- Reports to work as scheduled and follows the office/department policies related to established work schedule, including the use of leave and late or early arrivals and departures;
- Maintains the qualifications, certification, licensure, and/or training requirements identified for their positions;
- Demonstrates respect for the county and towards co-workers, supervisors, managers, customers, employees, vendors and taxpayers;
- Uses county equipment, time, and resources judiciously and as authorized;
- Supports efforts that ensure a safe, healthy and productive work environment;
- Utilizes leave and related employee benefits in the manner for which they were intended;
- Resolves work-related issues and disputes in a professional manner and through established county processes;
- Makes work-related decisions and takes actions that are in the best interest of the county;
- Complies with the letter and spirit of all federal, state, local rules and regulations, the Dallas County Code and departmental policies and procedures;
- Reports circumstances or concerns that may affect satisfactory work performance to management, including any inappropriate (fraudulent, illegal, unethical) activities of others;
- Respects the privacy of county employees and taxpayers and demonstrates a high level of confidentiality when processing and engaging in any official county business;
- Works cooperatively as a team to promote positive, cooperative, and harmonious work environment while achieving departmental goals and objectives;
- Adheres to all policies related to prohibitions against coming to work under the influence, in possession of, or utilization of drugs and alcohol while at work;
- Complies with all county policies related to prohibitions of harassment of any type, discrimination, hostile work environment, or unprofessional conduct, including the use of abusive language, profanity and disorderly conduct; and
- Always represents the county in a professional manner.

- Sets a high standard in professional appearance.

When an employee's behavior and/or job performance is non-complaint, negative and counterproductive, managerial staff is expected to quickly, effectively, consistently and fairly move to correct the behavior in accordance with the County's Corrective Action System. An employee who fails to meet these expectations and standards is subject to corrective action, up to and including termination.