

Series: 200 – Standards of Employee Conduct	§ 203 Employee Conduct and Performance
Title: Employee Conduct and Performance	Effective Date: 10.17.22
	Adoption/Revision Date: 10.13.22
Custodian: Personnel Manager	Approving Body: Clark County Board of Supervisors

1. Authority

- a. Wis. Stat. 59.02, 59.03, 59.51, 59.52, 101, 103, and 111
- b. Clark County Code of Ordinances, Section 2-48

2. References

- a. Adopting Resolution/Ordinance/Motion: 40-10-22
- b. Other Resolution/Ordinance/Motion: N/A

3. Purpose

- a. To establish a policy that defines expectations for employee conduct.

4. Scope

- a. This Employee Handbook applies to all county employees.

5. Policy Overview

- a. The county expects employees to maintain a working environment that encourages mutual respect, promotes civil relationship and engagement, and is free from all forms of harassment and violence.
- b. To ensure orderly and efficient county operations and providing the best possible work environment, the county expects employees to follow all rules of conduct to protect the interests and safety of employees, the county, and the public.
- c. The county expects employees, in the line of duty, that must conduct some adverse behaviors, to do so in accordance with the department’s policies and ethical standards. Specifically, the Sheriff’s department.

6. Employee Conduct

- a. Employees are expected to conduct themselves in an appropriate manner as judged by a reasonable person.
- b. Employees have a right to conduct their work without disorderly or undue interference from other employees. The county prohibits employees from violating this right of fellow employees by prohibiting the following conduct, which includes, but is not limited to:
 - i. Unprovoked impertinence, disrespect, abusive, or inflammatory conduct (either physical or verbal) towards fellow employees, County Board supervisors, or members of the public.
 - ii. Negative disruptive activity in the workplace or actions adversely and substantially affecting morale, production, or efficiency.
 - iii. Sexual or other unlawful or unwelcome harassment.
 - iv. Fighting with or provoking a disturbance (either physical or verbal) among fellow employees, threatening violence in the workplace, or actions adversely and substantially affecting morale, production, or efficiency.
 - v. Discrimination against others based on a protected classification.
 - vi. Bullying.
 - vii. Making malicious, false, and harmful statements about others.
 - viii. Publicly disclosing another’s private information.
- c. Employees are expected to act ethically and exemplify values of integrity, respect, fairness, accountability, and be client focused. The following is a non-exhaustive list of unacceptable

employee behavior:

- i. Falsification of timekeeping or other county records.
- ii. Theft, destruction, or careless use of county property.
- iii. Insubordination or willful refusal to obey lawful and reasonable directives or assigned work duties.
- iv. Negligence or improper conduct leading to damage of county property.
- v. Possession or use of dangerous or unauthorized materials, such as explosives or firearms, while on duty or using county property.
- vi. Unauthorized use of county-owned or leased equipment or property.
- vii. Possession, distribution, sale, transfer, or use of alcohol or illegal drugs while on duty or using county property.
- viii. Sleeping on the job.
- ix. Smoking in prohibited areas or in county property (i.e. county-owned vehicles or equipment).
- x. Soliciting or conducting personal business while on duty or using county property unless authorized by the Personnel Manager.
- xi. Unauthorized political advocacy while on duty or using county property.
- xii. Unauthorized disclosure of confidential information.
- xiii. Unsatisfactory work performance or conduct.
- xiv. Immoral or otherwise improper conduct which adversely and substantially injures or brings the county into disrepute; being charged with or convicted of a crime or violation which the circumstances are substantially related to the employee's job; or unavailability for work due to incarceration.
- xv. Excessive absenteeism or any absence without notice.
- xvi. Misuse or abuse of employee's authority.
- xvii. Habitual tardiness or abuse of paid time off privileges.
- xviii. Aiding or abetting an employee to violate any terms of this Employee Handbook.
- xix. Violation of local, state, or federal laws, administrative rules, county code, departmental policies, employee policies (including this Employee Handbook), or any other county policies.
- xx. Failure to maintain licensure or certification required for employee's position.

7. Code of Ethics

- a. Employees shall comply with the Clark County Code of Ethics, which includes provisions regarding nepotism.

8. Management Duties

- a. The county reserves any and all management rights regarding an employee's employment status.
- b. The duties and responsibilities of management include, but are not limited to, and are subject to change at the discretion of the county:
 - i. Manage and direct employees;
 - ii. Hire, promote, schedule, transfer, and assign employees;
 - iii. Enforce compliance with countywide and department policies;
 - iv. Lay off and recall employees;
 - v. Impose corrective or disciplinary action on employees;
 - vi. Schedule overtime as required;
 - vii. Develop job descriptions;
 - viii. Assign work duties;
 - ix. Introduce new or improved methods or facilities/locations or change existing

methods or facilities/locations;

- x. Contract for goods and services;
- xi. Discontinue certain operations;
- xii. Direct county operations;
- xiii. Partner with local, state, and federal agencies or organizations.

9. Right to Search

- a. The county reserves the right to search unlocked and/or publicly used county property at any time without the employee’s consent. The county may request a search of personal property at the worksite or locked county property assigned to an individual if there is reasonable suspicion that evidence of illegal or prohibited activities resides therein. Refusal of such a request may result in disciplinary action.
- b. An exclusion to 9(a) is the need for management, to enter an interdepartmental locked office, in the course of doing business rather than search.

Revision History		
Adoption/Revision Date	Overview of Adoption/Revision	Adoption/Revision Reference
10.13.22	New policy	40-10-22