

609 - RULES OF CONDUCT

Section 609.01 County Rules of Conduct

At the discretion of the elected official or department head, rules of conduct within each department are set to define and protect the rights of all employees and to ensure a cooperative working environment. While the employment relationship may be terminated at-will, conduct such as, but not limited to, the examples below are causes for disciplinary action up to and including immediate termination of employment:

1. Smoking while on duty when applicable to your department or area.
2. Eating or drinking while on duty when applicable to your department.
3. Failure to dress appropriately or failure to wear uniform (if required).
4. Unauthorized absence from work.
5. Reporting late for work.
6. Leaving workstation during working hours without permission.
7. Refusal to obey orders of supervisor.
8. Refusal or failure to do job assignment.
9. Sabotaging or interfering with safety policies, procedures and standards or creating conditions that cause safety hazards or unsanitary conditions.
10. Unauthorized possession/use of firearms and other weapons on County premises during working hours or while on duty.
11. Conduct that is threatening, intimidating, coercing, abusive, or injurious to other persons and/or a safe workplace.
12. Theft, misappropriation, abuse, or destruction of property belonging to employees, the public or the County.
13. Possession or drinking of any alcoholic beverage while on duty; or reporting to work under the influence of alcohol.
14. Possession, use or being under the influence of illegal drugs on County property or in a County vehicle.
15. Immoral conduct or indecency.
16. Sexual, racial and all other harassment.
17. Unauthorized or personal/private use of any County property or equipment.

18. Fraudulent claims of injury or illness.
19. Failure to report to the department supervisor designated to accept workers compensation reports every Monday during established work hours. If Monday is a holiday, then the report will be made on the following workday.
20. Falsifying your own or another employee's time sheet.

Policy Approved and Adopted By:
Fort Bend County Commissioners Court
July 20, 1993
Revised: September 30, 2003